



Job Title: Program Manager – Lake Sammamish

Job Summary: Outdoors for All recently opened a new adaptive recreation center at Lake Sammamish State Park. This new location includes an Adaptive Cycling Center, kayaking, paddle boarding, day camps and group event activities. We are seeking a motivated Program Manager to develop and implement new programs and support operations throughout the greater Seattle area. We are seeking a manager who:

- has the experience and coaching skills to lead these various activities.
- has the leadership ability to manage a team of volunteers and staff in coaching these activities.
- can serve individuals from a wide age range and disability type.
- will administer the data management of multiple grant programs.
- will maintain and build relationships with local and national adaptive recreation organizations to ensure Outdoors for All is keeping up with industry trends.
- will lead the Lake Sammamish basecamp including staffing, training, facilities, equipment, and programming.
- will work with the program director and staff to develop and implement volunteer training for programs at Lake Sammamish.

Additionally, this role will collaborate with other program staff to support Outdoors for All's overall program operations in activities including, but not limited to, lesson series for biking, rock climbing, kayaking, paddle boarding and winter sports.

This position requires a high level of autonomy, flexibility, and leadership over program coordinators, interns, and volunteers. This position is divided between program delivery and administrative tasks, and at times will require 70% of time for program delivery and 30% of time dedicated to administrative tasks.

Responsible to: Program Director

Responsibilities

1. Manage the delivery of Outdoors for All program activities (emphasis on cycling and kayaking), including program promotion, planning, staffing, event logistics, and evaluation. Including but not limited to:
 - Adaptive Cycling Center
 - Group Programs
 - Kayaking & paddle boarding
 - Day Camps
 - Rock Climbing
2. Maintain inventory of Outdoors for All's fleet of adaptive cycles, kayaks and paddle boards, tools, and related equipment.
3. Manage expense and revenue budget for all activities, including implementation of multiple grants, financial aid budget, and monthly and annual financial reports.
4. Develop and maintain relationships with community partners within goals of the Outdoors for All development and marketing plan.
5. Provide instruction or assistance in various adaptive sports and recreational programs such as skiing, snowboarding, cycling, mountain biking, hiking, camping, rock climbing and kayaking and paddle boarding.
6. Oversee risk management to ensure that safety remains Outdoors for All's primary goal.

7. Manage, recruit, retain and train Outdoors for All program volunteers, and group volunteers provided by vendors and partner organizations.
8. Develop, manage, and maintain good relationships with managers and employees of all Outdoors for All partner organizations, including ski areas, parks and recreation departments, and other vendors.
9. Collaborate with staff regarding facilities, vehicle, equipment logistics, and developing promotional materials.
10. Prepare program participation reports, assist in compiling demographic data, and bi-annual evaluation, grant audits, grant applications, marketing, and other reports as needed.
11. Drive Outdoors for All vehicles for the delivery of programs and direct service programs.
12. Provide staff assistance for Outdoors for All special events as needed.
13. Maintain accurate data, record keeping, and correspondence. In a timely manner, provide Accountant with receipts and invoices for program operations.
14. Be a positive representative and promoter of Outdoors for All programs, events, and activities.
15. Comply with Outdoors for All safety and health policies and procedures.
16. Participate fully as a member of the Outdoors for All staff team.
17. Other duties as identified.

Qualifications

1. Preferred bachelor's degree in Therapeutic Recreation, Parks and Recreation Management, or related experience in commensurate field.
2. Preference for individual with cycling and adaptive recreation background.
3. Preferred professional certifications such as a CTRS, PSIA/AASI, ACA, SPI, BICP, PMBIA, USA Cycling, etc.
4. Minimum of two years' experience cycling, mountain biking, skiing, snowboarding, or other sports.
5. Two years of experience working with people with disabilities.
6. Two years of management experience; or professional experience with increasing responsibilities.
7. Experience developing and maintaining an expense and revenue budget.
8. Excellent interpersonal, verbal, and written communications skills.
9. Ability to work flexible hours; evening and weekend work required.
10. Ability to lift and carry up to 40lbs, lift overhead, maneuver over uneven surfaces, operate in program environments with adverse weather conditions.
11. Commitment to a team working environment.
12. Valid Washington State Driver's License; must verify own auto insurance.
13. Pass Washington state Driver's background check.
14. Current First Aid card and CPR training (or willingness to obtain within 14 days).

Hiring range: \$50,000 - \$63,000

Status: Full Time. Exempt.

Location: OFA offices and satellite locations (Lake Sammamish and Magnuson Park).

Hours: Dependent on program schedule. Evening and weekend work required.

Benefits: Vacation, Sick Leave, Holiday Pay, Medical Insurance, retirement plan matching. See Outdoors for All Personnel Manual.

Application

To apply, submit an emailed cover letter and resume to info@outdoorsforall.org.