



**Job Title:** Program Manager-Training Specialist

**Reports to:** Program Director

**Job Summary:** This role will have an emphasis on leading Outdoors for All's Individual Programs and Volunteer Training Program. Additionally, this role will collaborate with other program staff to support Outdoors for All's overall program operations, including but not limited to the delivery of year-round group programs, winter sports and staff training.

We are seeking a manager who:

- has the experience and administrative skills to plan, schedule and lead these various outdoor and adaptive activities, and training programs.
- has experience and expertise in adaptive skiing, paddling, cycling and rock climbing.
- has the leadership ability to support and develop a training plan for Outdoors for All's winter and summer activities.
- can serve individuals from a wide age range and disability types.
- will establish and maintain relationships with local and national organizations to ensure Outdoors for All is keeping up with industry trends and diverse opportunities for individual programs and volunteer training.
- can manage expense and revenue budget for all activities, including implementation of multiple grants, financial aid budget, and monthly and annual financial reports.
- will identify training opportunities and grants to support training for the team throughout the year, working with the development team to apply and track those grants.
- will support the maintenance and inventory of our fleet of adaptive equipment and tools.
- May be called upon to manage interns during the summer and winter season if qualified to do so.

This position requires a high level of autonomy, flexibility, and leadership of seasonal staff, interns, and volunteers. This position is divided between program delivery and administrative tasks, and at times will require 60% of time for program delivery and 40% of time dedicated to administrative tasks.

**Responsibilities:**

1. Manage all aspects of Individual Programs and sport specific training planning, delivery, budgeting, and review; including but not limited to program promotion, scheduling, staffing, event logistics, and evaluation.
2. Provide instruction or assistance in various adaptive sports and recreational programs such as skiing, snowboarding, cycling, hiking, camping, rock climbing and paddling.
3. Support program delivery by acting as the designated staff representative at various programs including but not limited to Group Programs, Demo Days, Day Camps, and Military Programs.
4. Oversee risk management plans to ensure that safety remains Outdoors for All's primary goal.
5. Lead internal trainings for staff on a regular basis to ensure all employees are leading programs according to industry standards.
6. Manage, recruit, train and retain Outdoors for All program volunteers.
7. Develop, manage, and maintain good relationships with community partners including parks and recreation departments, ski resorts and ski/ride schools, etc.
8. Support the setup, implementation, and maintenance of records within participant and volunteer registration systems.
9. Coordinate with program staff regarding facilities, vehicle, and equipment logistics.
10. Compile information, statistics, and materials needed for the Outdoors for All direct service delivery and program reporting.

11. Work together with Outdoors for All staff to review, update, design, and compile program brochures and other Outdoors for All promotional materials.
12. Work with Program Staff to evaluate volunteer, participant, and vendor satisfaction levels.
13. Drive Outdoors for All vehicles for the delivery of events and direct service programs.
14. Provide staff assistance for Outdoors for All special events as needed.
15. Maintain accurate computer and paper project management/correspondence files. In a timely manner, provide Accountant with receipts and invoices for Program operations.
16. Be a positive representative of Outdoors for All in our community.
17. Comply with Outdoors for All safety and health policies and procedures.
18. Participate fully as a member of the Outdoors for All staff team.
19. Other duties as identified.

**Qualifications:**

1. Bachelor's degree in Therapeutic Recreation, Parks and Recreation Management, or related experience preferred.
2. Professional experience leading and delivering adaptive recreation programming.
3. Professional certifications such as CTRS, PSIA/AASI, ACA, BICP, USA Cycling, etc.
4. Minimum of two years' experience cycling, mountain biking, kayaking, 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, 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).
15. Must provide proof of vaccination against the COVID-19 virus and keep up with vaccination throughout employment as recommended by public health officials.

**Hiring range:** \$60,000 - \$75,000 annually

**Status:** Full Time. Exempt.

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

**Benefits:** Vacation, Sick Leave, Holiday Pay, Medical Insurance, retirement plan matching.

**Application:**

To apply, submit an emailed cover letter and resume to McKenzie Click (Program Director): [info@outdoorsforall.org](mailto:info@outdoorsforall.org).