



Transforming lives through outdoor recreation

Job Title: Program Coordinator - Adaptive Cycling Center

Job Type: Seasonal; non-exempt – May 1 to September 30 – 4-5 days per week

Location: Lake Sammamish State Park - Issaquah, WA; potential to work at our Seattle location

Who We Are: The Outdoors for All Foundation enriches the lives of youth and adults with disabilities through outdoor recreation. Founded in 1979 in the Pacific Northwest, Outdoors for All is a national leader in delivering adaptive and therapeutic recreation. Each year, over 3,000 individuals exercise their abilities thanks to the training and support of over 850 volunteers. Outdoors for All's programs include; snowboarding, snowshoeing, cross country and downhill skiing, cycling, mountain biking, kayaking, hiking, rock climbing, youth and adult day camps, yoga, military programs, weekend excursions and group programs.

Job Summary: If you love problem solving and supporting underserved communities, Outdoors for All may be a great fit for you! Our summer bike rental program is funded by grants that eliminate the cost for users. As a program coordinator, you will oversee daily rental operations of the Outdoors for All Adaptive Cycling Center (ACC) at Lake Sammamish State Park. You will work 1-on-1 with youth and adults with disabilities and their families to select and adjust the appropriate adaptive bike or trike for daily on-site rentals. You will also assist with maintenance of our fleet of over 200 adaptive and standard bicycles, tricycles, handcycles, and tandems. You will monitor parts and shop consumables throughout the summer. This role will support our other programs by providing basic maintenance and upkeep on the fleet of adaptive bikes, supporting biking with day camps, assisting with kayaking and paddleboard events, and providing information about other Outdoors for All programs. You will be working at least one day most weekends, but there is some flexibility in scheduling. Occasionally, you may be asked to help support group programs, driving bike or kayak trailers to facilitate programs in other areas in Western Washington.

Responsibilities

1. Ensure safety for participants, volunteers, and staff.
2. Provide service to drop-in participants in helping determine the best cycle for their needs, fitting and adjusting a variety of bikes and trikes, providing pre-ride safety coaching, and answering general questions about Outdoors for All programming and mission.
3. Respond to emails regarding equipment rentals; facilitate long and short-term equipment rentals.
4. Accurately collect and record ridership information for monthly reporting.
5. Maintain cycling equipment including: recumbent and therapy tricycles, handcycles, unique tandems, standard road and mountain bicycles, and other adaptive equipment
6. Assist with delivery of cycling programs in the Puget Sound area, including: day camps, off-site cycle demos, private lessons, individual cycling programs, partner programs, and group rides.
7. Act as additional help for delivery of kayaking and paddleboarding programs at Lake Sammamish.
8. Provide support for general office administrative tasks.
9. Assist program team with staff and volunteer training.
10. Coordinate risk management strategies related to programs to ensure that safety remains Outdoors for All's priority.
11. Drive Outdoors for All vehicles, tow trailers (training provided), and operate adaptive equipment at events
12. Be a positive representative and promoter of Outdoors for All programs, events, and activities in our community.
13. Comply with Outdoors for All safety and health policies and procedures.
14. Participate fully as a member of the Outdoors for All staff team.
15. Other duties as identified.

Preferred Qualifications

1. Customer service experience
2. Knowledge of basic bicycle maintenance and safety, or willingness to learn; mechanically inclined and handy using tools
3. Experience working in fleet management, bikeshare, or rental shop environment
4. Experience working with people with disabilities

Required Qualifications

1. Age 21 or older
2. Ability to lift and carry and carry 40+ pounds including adaptive cycles and other sports equipment
3. Work autonomously and with flexible hours; weekend work required
4. Excellent problem solving and interpersonal communication skills
5. Comfortable using Microsoft, Google, and other software suites/programs
6. Commitment to a positive, respectful, team-oriented working environment
7. Current First Aid and CPR training (or willingness to obtain within 14 days)
8. Valid U.S. Driver's License; must pass driver's background check to be added to vehicle insurance
9. Clear Washington State background check and clean driving record

Pay Rate: \$23.00/hour

Status: Seasonal; non-exempt

Hours: 32 - 40 Hours per week, 9:30 am to 6:30 pm, weekend work required (4-8 days per month)

Hire dates: May 1, 2025 – September 30, 2025

Benefits: Accrued sick leave

Responsible to: Program manager

To apply: Send resume and cover letter to Taylor Moseley: taylorm@outdoorsforall.org