Transforming lives through outdoor recreation

**Job Title:** Program Coordinator/Bike Tech - 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

**Who We Are**: The Outdoors for All Foundation enriches the lives of youth and adults with disabilities through outdoor recreation. Each summer, our Adaptive Cycling Centers (ACC) are open to the public seven (7) days a week from May to September to provide people with disabilities the opportunity to ride an adaptive bike that works for their body. We are looking for someone who excels in customer service, enjoys problem solving, can work autonomously, and wants to support the cycling community in a unique and meaningful way.

**Job Summary:** 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 to select and adjust the appropriate adaptive bike or trike for daily on-site rentals. Thanks to grant funding, we do not charge riders for daily bike rides. We typically serve about 300 riders for 1000 bike rides during the five-month program. This role will support our other cycling programs by providing basic maintenance and upkeep on the fleet of adaptive bikes, supporting our day camps programs at the park, 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.

**Responsibilities**

1. Ensure safety for participants, volunteers, and staff while using bikes and in our facilities
2. Provide service to drop-in participants by: determining the best cycle for their needs, fitting and adjusting a variety of bikes and trikes, providing pre-ride safety coaching, fitting helmets
3. Communicate with State Park partners and employees as needed
4. Respond to phone calls and emails regarding equipment rentals
5. Accurately collect and record ridership information for monthly grant reporting
6. Maintain cycling equipment including: recumbent and therapy tricycles, handcycles, unique tandems, standard road and mountain bicycles, other adaptive equipment
7. Act as additional help for day camps and other Outdoors for All programming in the park
8. Supervise volunteers working in bike maintenance and program participant support
9. Provide support for administrative, marketing, and volunteer tasks
10. Coordinate risk management strategies to ensure that safety remains Outdoors for All's priority.
11. Drive Outdoors for All vehicles, tow trailers (training provided), and operate program equipment
12. Be a positive representative and promoter of Outdoors for All programs, events, and activities
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
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. Comfortable working autonomously with limited in-person oversight
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 of start date)
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, 2026 – September 30, 2026
**Benefits:** Accrued sick leave
**Responsible to:** Program manager
**To apply**: Send resume and cover letter to Taylor Moseley: taylorm@outdoorsforall.org