



Transforming lives through outdoor recreation

**Job Title:** Program Coordinator/Bike Tech - Adaptive Cycling Center

**Job Type:** Seasonal; non-exempt – May 1 to September 30

**Location:** Gig Harbor, WA – PenMet Parks Recreation Center

**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 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 their community in a unique and meaningful way.

**Job Summary:** As a program coordinator, you will oversee daily rental operations of our brand-new Adaptive Cycling Center at the Peninsula Metropolitan (PenMet) Community Center in Gig Harbor. You will work 1-on-1 with youth and adults with disabilities to select and adjust the appropriate adaptive bike for daily on-site rentals. You will brief riders on riding safety, operating their equipment, and places to ride. While not supporting riders, you are expected to upkeep and make minor repairs on our bike fleet. This position will also support our summer day camps, and may be asked to support other Group Programs in the park. Scheduling requires weekend work. Comfortability working autonomously is important, as your manager will not always be available for support.

### 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 PenMet Park partners and employees as needed
4. Respond to emails regarding equipment rentals: facilitate long and short-term 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 starting 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  
**To apply:** Send resume and cover letter to Taylor Moseley: [taylorm@outdoorsforall.org](mailto:taylorm@outdoorsforall.org)