Job Title: Seasonal Program Coordinator
Job Type: May 4, 2026 – September 30, 2026
Responsible to: Group Program Manager
Job Summary: The program coordinator's primary role is to deliver adaptive recreation programs. The program coordinator will spend the majority of time in the field delivering programs but should expect some days in the office to fill out program reports, assist with projects, upkeep gear, and prepare/pack for upcoming trips. Programs are held primarily in the greater Seattle area, but may take place in Eastern Washington, on the Olympic peninsula or at Outdoors for All's main locations in Magnuson Park or Lake Sammamish State Park. Programs vary in activities and may include, adaptive cycling demos, group rides, kayaking, rock climbing, camping, and outreach events. For more information about adaptive activities of Outdoors for All or for general information about Outdoors for All, visit our website: **outdoorsforall.org**

Responsible to: Group Program Manager

Responsibilities:

1. Assist program staff in the delivery of Outdoors for All Summer activities and programs: group programs, 1:1 instruction, adaptive cycling, day camps, kayaking, rock climbing, outreach events, camping trips and other programs as needed.
2. Assist in promoting programs, planning event and activity logistics, participant evaluations, volunteer training and supervision.
3. Provide 1:1 instruction and group instruction; facilitate activities.
4. Provide support with general office administrative tasks including data entry, filing, paperwork, and maintaining administrative supplies.
5. Develop and maintain positive and professional relationships with Outdoors for All community partners.
6. Coordinate and report risk management issues related to programs to ensure that safety remains Outdoors for All'stop priority.
7. Assist Program Staff in the maintenance and proper usage of activity equipment.
8. Drive Outdoors for All vehicles and tow trailers for program delivery.
9. Be a positive representative and promoter of Outdoors for All programs, events, and activities in the community.
10. Comply with Outdoors for All safety and health policies and procedures.
11. Participate fully as a member of the Outdoors for All staff team; attend staff meetings
12. Other duties as identified.

Qualifications:

1. Minimum 21 years old
2. Experience facilitating group or 1:1 recreation activities. Specific experience in leading and or instruction in rock climbing, kayaking, cycling, camping, and hiking preferred.
3. Experience working with individuals with disabilities preferred.
4. Experience driving passenger vans and towing trailers (or willingness to learn) preferred.
5. Excellent interpersonal, verbal, and written communications skills.
6. Able to work flexible hours; including regular weekend and occasional evening work.
7. Experience with MS Office software including Word, Excel, Outlook and PowerPoint.
8. Ability to lift and carry and carry a minimum of 40lbs.
9. Valid Washington State Driver's License.
10. Current First Aid card and CPR certification (or willingness to obtain within 21 days).
11. Clear WA State background check and driving record.

Preferred qualifications:

1. Current certifications including: SPI, ACA, AMGA, WFA, PMBIA, ASL

2. Preference given to those who have experience working with individuals with disabilities.

Hourly: $23-25
Status: Seasonal, Full Time, Non-Exempt
Hours: Dependent on program schedule. Evening and weekend work required.
Base: This position will be based out of Bellevue, WA
Benefits: Sick leave

To apply, send resume and cover letter to emmaw@outdoorsforall.org

Outdoors for All Mission:
To enrich the quality of life for children and adults with disabilities through outdoor recreation

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