



Outdoors for All Foundation Job Description

Job Title: Program Coordinator

Job Summary: In a typical year, this position supports the delivery of 3-5 events per week during peak seasons (spring, summer & winter) and 1-2 events during shoulder seasons (fall & early spring). The Program Coordinator can expect to work 70% of the time in the field or prepping for field delivery, and 30% of the time in the office supporting planning and administrative tasks.

In concert with Program Managers and coordinators, assist in implementing all aspects of program activities. This role will primarily support Outdoors for All's Group Programs, but will also support other programs including but not limited to; series programs (cycling, mountain biking, rock climbing, kayaking, paddleboarding & hiking), winter series (downhill skiing, snowboarding, cross country skiing, & snowshoeing), private lessons, equipment rentals and fittings, and youth & adult camps.

Responsible to: Program Manager

Responsibilities:

1. Coordinate the delivery of Outdoors for All's year-round programs mainly focused on group programs including cycling, kayaking, rock climbing, paddle boarding, hiking, downhill skiing and cross country skiing. May also support individual programs, military events, camp programs, online activities, rentals, and private lessons.
2. Provide instruction or assistance in various adaptive sports and recreational programs such as skiing, snowboarding, cycling, hiking, camping, rock climbing and paddling.
3. Coordinate logistics with program staff regarding facilities, vehicles, and equipment.
4. Assist program staff in compiling information, statistics, and materials needed for direct service delivery.
5. Work together with Outdoors for All staff to review, update, design, and compile program brochures and other promotional materials.
6. Work with Program Staff in evaluating volunteer, participant, and vendor satisfaction.
7. Oversee volunteers and assist in volunteer training of various outdoor recreation events and topics related to working with people with disabilities, and risk management.
8. Drive Outdoors for All vehicles and tow trailers throughout the state of Washington for program delivery. Occasional overnight travel is required.
9. Provide staff assistance for Outdoors for All special events as needed.
10. Maintain timely and accurate computer and paper project management/correspondence files; including program reports, volunteer hours, incident reports, and accounting support.
11. Be a positive representative and promoter of Outdoors for All programs, events, and activities in our community.
12. Coordinate Risk Management issues related to programs to ensure that safety remains the primary goal.
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.

Qualifications

1. Bachelor's degree in Therapeutic Recreation preferred, Parks and Recreation programming or related experience.
2. 1-2 years teaching/coaching outdoor recreation activities
3. 1-2 years' experience working with people with disabilities.
4. Ski or snowboard instruction experience strongly preferred.
5. Excellent interpersonal, verbal, and written communications skills.
6. Ability to work flexible hours; evening and weekend work required.
7. Ability to lift and carry up to 40lbs, maneuver over uneven surfaces, operate in program environments with adverse weather conditions.
8. Commitment to a team working environment.
9. Valid Driver's License; must have a clean driving record.
10. Pass Washington state background check.
11. Current First Aid card and CPR training (or willingness to obtain within 14 days).

Hourly: \$24-28

Status: Full time. Non-Exempt

Hours: Dependent on program schedule. Evening and weekend work required. 70% program delivery; 30% administrative work

Base: This position will be based from our office in Bellevue for administrative work. Program delivery will take place throughout Washington State, with the staff delivering events within a multi-hour radius of our office.

Benefits: Medical, dental, 15 vacation days, 9 paid holidays, accrued sick leave, retirement plan matching, Summit at Snoqualmie season pass, and other benefits as outlined in the Outdoors for All Employee Manual.

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