



Outdoors for All

Job Description

Job Title: Program Manager – Group Programs

Job Summary: Outdoors for All provides over 130 group programs annually, delivering programming to over 2,000 individuals with the support of our community partners. These events are tailored experiences, matching the needs of each partner's participants and overall group goals.

The Group Programs Manager develops, manages, and implements all aspects of group activities, including marketing and promoting services and activities with community partners and organizations, conducting evaluations, leading activities, supervising staff, coordinating with other Outdoors for All program managers, coordinators, and interns to implement activities. We're seeking an individual who has excellent event planning skills, and experience working with individuals with disabilities in the outdoor industry. This position requires a high level of autonomy and flexibility. This position is divided between program delivery and administrative tasks, and at times will require 30% of the time for program delivery and 70% of the time dedicated to administrative tasks.

Reports to: Program Director

Key Responsibilities:

- Manage the delivery of Outdoors for All Group Program activities, including program promotion, planning, staffing, event logistics, and evaluation.
- Manage expense and revenue budget for all activities, including implementation of multiple grants, financial aid budget, and monthly and annual financial reports, keeping all tracking documents current.
- Manage data related to group programs within Salesforce.
- Develop and maintain relationships with community partners, working to meet Outdoors for All's program and participant goals.
- Develop, manage, and maintain good relationships with representatives from community partners including ski areas, parks and recreation departments, and other vendors and/or subcontractors.

- Provide instruction or assistance in various adaptive sports and recreational programs such as skiing, snowboarding, snowshoeing, cross-country skiing, cycling, hiking, camping, rock climbing and paddling.
- Support program delivery by acting as the designated staff representative at various programs including but not limited to Group Programs, military and individual activities and excursions.
- Ensure that safety remains Outdoors for All's primary goal by following all risk management procedures.
- Support volunteer recruitment in collaboration with the volunteer coordinator.
- Coordinate with program staff regarding facilities, vehicle, and equipment logistics.
- Prepare Group Program participation reports, assist executive staff in compiling demographic data, and bi-annual evaluation of grants for audits, marketing, grant applications, and other reports as needed.
- Assist Program Staff in compiling information, statistics, and materials needed for the Outdoors for All direct service delivery and database management.
- Work together with Outdoors for All staff to review, update, design, and compile program brochures and other Outdoors for All promotional materials.
- Work with Program Staff in evaluating volunteer, participant and vendor activity and satisfaction.
- Drive Outdoors for All vehicles and equipment trailers for the delivery of group programs and other direct service activities.
- Provide staff assistance for Outdoors for All special events as needed.
- Maintain accurate computer and paper project management/correspondence files. In a timely manner, provide Accountant with receipts and invoices for Program operations and hours tracking.
- Be a positive representative and promoter of Outdoors for All programs, events, and activities.
- Participate fully as a member of the Outdoors for All staff team.
- Comply with Outdoors for All safety and health policies and procedures.
- Other duties as identified.

Qualifications and Requirements:

- Two years of experience working with people with disabilities.
- Bachelor's degree in Therapeutic Recreation, Parks and Recreation Management, or related experience.
- Experience developing and maintaining an expense and revenue budget.
- Two years of management experience; or professional experience with increasing responsibilities
- Preferred professional experience planning & delivering group programming.
- Preferred professional certifications such as CTRS, PSIA/AASI, ACA, PMBIA, USA Cycling, etc.

- Minimum of two years' experience cycling, mountain biking, skiing, snowboarding, or other sports.
- Excellent interpersonal, verbal, and written communications skills.
- Ability to thrive in a dynamic and fast-paced environment, navigating last-minute changes.
- Ability to work flexible hours; evening and weekend work required.
- Ability to accommodate multi-day travel throughout Washington state.
- Ability to lift and carry up to 40lbs, maneuver over uneven surfaces, and operate in program environments with adverse weather conditions.
- Commitment to a team working environment.
- Valid Driver's License; must have a clean driving record.
- Pass Washington State background check.
- Current First Aid card and CPR training (or willingness to obtain within 14 days).

Status: Full-time, Exempt

Hourly Rate: \$68,000-\$74,000

Hours: Dependent on program schedule. Evening and weekend work is required. Hybrid work schedule optional when programs allow. Required to be in the Bellevue office at least 3 days/week.

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.

**Please send cover letter and resume to info@outdoorsforall.org*