



Outdoors for All Job Description

Job Title: Program Manager- Individual Programs

Job Summary: This role will have an emphasis on leading and developing Outdoors for All's Individual Programs. Additionally, this role will collaborate with other program staff to support Outdoors for All's overall program operations, including but not limited to the delivery of year-round group programs, winter sports and staff training.

Reports to: Program Director

We are seeking a manager who:

- Has the experience, administrative background and time management skills to plan, schedule and lead various outdoor and adaptive activities and select volunteer trainings.
- Has the leadership ability to support and develop a plan for Outdoors for All's winter and summer individual programs.
- Has the experience and risk management to lead adaptive outdoor activities including but not limited to kayaking, rock climbing, paddleboarding, gravel biking and mountain biking.
- Can serve individuals from a wide age range and disability types.
- Will establish and maintain relationships with local and national organizations and partners to ensure Outdoors for All is keeping up with industry trends and offering safe and relevant programs to the community.
- Can manage expense and revenue budget for individual programs, including implementation of grants, financial aid budget, and monthly and annual financial reports.
- Will support the maintenance and inventory of individual program equipment.

This position requires a high level of autonomy, flexibility, and leadership of seasonal staff, interns, and volunteers. This position is divided between program delivery and administrative tasks. During busy seasons (summer/winter) this position will require 80% or more time for program delivery and 20% of time dedicated to administrative tasks.

Key Responsibilities:

1. Manage all aspects of Individual Programs and sport specific planning, delivery, budgeting, and review; including but not limited to program promotion, scheduling, staffing, event logistics, and evaluation.
2. Provide instruction or assistance in various adaptive sports and recreational programs such as skiing, snowboarding, Nordic skiing, snowshoeing, cycling, paddle boarding, hiking, rock climbing and kayaking.
3. Lead individual program delivery and planning including volunteer and participant communication. Depending on the season, this role may support other teams on an as needed basis.
4. Oversee IP risk management plans to ensure that safety remains Outdoors for All's primary goal.
5. Manage, recruit, train and retain Outdoors for All program volunteers in conjunction with other program staff.

6. Develop, manage, and maintain good relationships with community partners including parks and recreation departments, ski resorts and ski/ride schools, etc.
7. Support the maintenance of records within participant and volunteer registration systems.
8. Coordinate with program staff regarding facilities, vehicle, and equipment logistics.
9. Compile information, statistics, and materials needed for the Outdoors for All direct service delivery and program reporting.
10. Work together with Outdoors for All staff to review, update, design, and compile program brochures and other Outdoors for All promotional materials.
11. Work with Program Staff to evaluate volunteer and participant satisfaction levels.
12. Drive Outdoors for All vehicles for the delivery of events and direct service programs.
13. Provide staff assistance for Outdoors for All special events as needed.
14. Maintain accurate computer and paper project management/correspondence files. In a timely manner, provide Accountant with receipts and invoices for Program operations.
15. Be a positive representative of Outdoors for All in our community.
16. Comply with Outdoors for All safety and health policies and procedures.
17. Participate fully as a member of the Outdoors for All staff team.
18. Other duties as identified.

Qualifications and Requirements:

1. Bachelor's degree in Therapeutic Recreation, Parks and Recreation Management, or related experience preferred.
2. Professional experience leading and delivering adaptive recreation programming.
3. Professional certifications such as CTRS, PSIA/AASI, SPI, ACA, BICP, PIMBA, USA Cycling, etc.
4. Minimum of two years' experience cycling, mountain biking, skiing, snowboarding, climbing, paddling or other sports.
5. Two years of experience working with people with disabilities.
6. Two years of management experience; or professional experience with increasing responsibilities.
7. Experience developing and maintaining an expense and revenue budget.
8. Excellent interpersonal, verbal, and written communications skills.
9. Ability to work flexible hours; evening and weekend work required.
10. Ability to lift and carry up to 40lbs, maneuver over uneven surfaces, operate in program environments with adverse weather conditions.
11. Commitment to a team working environment.
12. Valid Washington State Driver's License; must verify own auto insurance.
13. Pass Washington State Driver's background check.
14. Current First Aid and CPR certification (or willingness to obtain within 14 days).

Status: Full Time. Salary, Non-exempt.

Salary: \$70,000 - \$80,000

Hours: Dependent on program schedule. Evening and weekend work are required.

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

Application Process:

To apply, please send a copy of your resume and cover letter to info@outdoorsforall.org. This position will remain open until it is filled.

The Outdoors for All Foundation does not discriminate in employment opportunities or practices based on race, color, religion, creed, gender (including pregnancy, childbirth or related medical conditions), age, national origin, citizenship, marital status, veteran status, medical condition, sensory, physical or mental disability, sexual orientation, political ideology, or any other characteristic protected by local, state or federal law.

The Outdoors for All Foundation will make reasonable accommodation for qualified individuals with known disabilities unless doing so will result in undue hardship for the organization.

Outdoors for All Foundation Mission

To enrich the quality of life for children and adults with disabilities through outdoor recreation.