Job Title: **Seasonal Program Coordinator - Individual Programs**

Job Summary: This role will have an emphasis on delivering Outdoors for All's Individual Programs. Additionally, this role will collaborate with other program staff to support Outdoors for All's overall program operations throughout the summer, including group program, camp and other program support as needed.

Reports to: Individual Program Manager

We are seeking a coordinator who: The program coordinator's primary role is to deliver programs in adaptive recreation. The program coordinator will spend most of the 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 in Magnuson Park or Lake Sammamish State Park. Programs vary in activities; such as cycling demos, group rides, kayaking, rock climbing, camping, and outreach events, but this role will focus primarily on Individual programs. These include kayaking, paddleboarding, and rock climbing. For more information about the adaptive activities of Outdoors for All or for general information about Outdoors for All, visit our website: **outdoorsforall.org**

Responsibilities:

1. Lead and assist program staff in the delivery of Outdoors for All Summer activities and programs: group programs, 1:1 instruction, adaptive cycling, day camps, kayaking, paddleboarding, rock climbing, outreach events, camping trips and others 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 to the program office for general office administrative tasks including data entry, filing, processing mail, and maintaining administrative supplies.
5. Assist program staff with seasonal staff and volunteer trainings, including materials development, delivery, and feedback.
6. Develop and maintain good relationships with Outdoors for All community partners.
7. Coordinate risk management issues related to programs to ensure that safety remains Outdoors for All's prime goal.
8. Assist Program Staff in the maintenance and usage of activity equipment.
9. Drive Outdoors for All vehicles for the delivery of direct service and programs.

10. Be a positive representative and promoter of Outdoors for All programs, events, and activities in our community.
11. Comply with Outdoors for All safety and health policies and procedures.
12. Participate fully as a member of the Outdoors for All staff team; attend staff meetings
13. 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, paddleboarding, mountain biking, hiking preferred
3. Experience working with individuals with disabilities preferred
4. Experience driving passenger vans and towing trailers (or willingness to learn) a plus.
5. Excellent interpersonal, verbal, and written communications skills.
6. Able to work flexible hours; including regular weekend 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; must verify own auto insurance.
10. Current First Aid card and CPR training (or willingness to obtain within 21 days).
11. Clear Background check and driving record in good standing with Washington State

Preferred qualifications:

1. Preference given to those who have experience working with individuals with disabilities
2. Preference given to those who have experience guiding paddle sports
3. Ability to communicate using ASL
4. Current certifications including: SPI, ACA, AMGA, WFA, PMBIA

Hourly: $23-25
Dates: June 1, 2026 – August 30, 2026
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 info@outdoorsforall.org

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