

Job Title: Program Coordinator

About Oregon Adaptive Sports:

Mission Statement: Oregon Adaptive Sports creates access to high-quality outdoor recreation experiences to individuals with disabilities.

Vision Statement: Oregon Adaptive Sports envisions a day when every person with a disability has access to the benefits of outdoor recreation.

Position Overview

The Program Coordinator is a full-time, year-round position with Oregon Adaptive Sports. Working alongside the program team, this position supports the planning and implementation of winter and summer programs, ensuring high-quality outdoor recreation experiences for individuals with disabilities. This position interacts and communicates regularly with the OAS community, including athletes, families, volunteers, program partners, donors, and the general public.

During the winter season, this position is responsible for much of the planning and coordination of the adaptive ski and snowboard alpine program based out of Mt. Bachelor, and would primarily work from the OAS room at Sunrise Lodge. During the spring and summer, this position supports the athlete experience both administratively and through direct program facilitation, and is located at OAS headquarters and program sites around Central Oregon. Summer sports include cycling, mountain biking, golf, and paddling, as well as large events across the state. Approximately 70% of the duties are administrative and 30% direct program facilitation, which fluctuates depending on the season and program demands.

Key Responsibilities

- Coordinates the athlete experience including: athlete intake, scheduling, and verbal and written communications throughout the process.
- Oversight of daily operations and administrative tasks regarding cancellations, waitlists, and other logistics. Supports other OAS staff in their daily operations.
- Provides direct facilitation during winter as needed, and for summer community programs.
- Upholds OAS values, communicates to the public, and contributes to a positive and supportive team culture.

Qualifications

- Experience leading recreation programs. Specific experience in leading adaptive recreation programming and/or cycling, golf, kayaking/paddling preferred.
- Experience working with individuals with disabilities.
- Comfort with technology platforms (Google Suite, databases, scheduling tools).
- Skills and interest in relationship building and creating inclusive environments.

- Clear, empathetic, and adaptable communicator across verbal, written, and interpersonal contexts.
- Strong organizational skills with the ability to self-manage priorities and solve problems independently.
- Strong organizational skills and the ability to self-manage multiple priorities.

Requirements

- Ability to pass a criminal background check
- Ability to work flexible hours; includes regular evening and weekend shifts.
- Ability to lift and carry a minimum of 75 lbs including adaptive cycles and other sports equipment, with or without accommodations.
- Valid Oregon driver's license and ability to drive program vehicles, with or without accommodations.
- Current First Aid/CPR (or ability to obtain within 30 days of hire).

Compensation: \$25/hour, full-time with benefits

Status: Hourly, non-exempt. Any overtime must be pre-approved.

Hours: Approximately 35 - 40 hrs per week, including regular evening and weekend shifts. *A detailed year-long schedule will be arranged annually with the Program Manager.*

Reports to: Program Manager

Benefits:

- Eligible to participate in the OAS group health insurance program
- Eligible to participate in OAS SIMPLE IRA retirement matching program
- PTO accrual per the non-exempt OAS PTO program, as outlined in the Employee Handbook
- 15 paid holidays: Thanksgiving Break (5 days), Christmas Day, New Year's Day, Spring Break (5 days), Memorial Day, 4th of July, Labor Day
- Season pass to Mt Bachelor
- Reimbursement of PSIA membership & relevant certifications, with approval
- Eligible to apply for professional development opportunities
- Eligible to participate in industry pro-programs; pro-discounts

OAS is an equal opportunity employer and is committed to creating an inclusive organizational environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or Veteran status.