



**Job Title:** Program Coordinator

**Job Summary:** Assist in the delivery of Oregon Adaptive Sports program activities. Support the program staff in coordinating winter and summer outdoor recreational activities through staff and volunteer scheduling, event planning, and equipment, facility, and vehicle logistics. This is an office-based position in the winter season with 80-100% of time in the office; based primarily at the OAS Program Office at Sunrise Lodge at Mt. Bachelor with occasional shifts at the Hoodoo Program Office, OAS Bend Office and other locations. In the summer, this is a split office and field-based position, with up to 75-80% of time spent facilitating programs based primarily at OAS World Headquarters in Bend, OR.

**Reports to:** Operations Director

**Responsibilities**

- Support the delivery of all OAS summer and winter activities to a wide variety of individuals with disabilities.
- Support the Operations Director in planning, coordinating, and reporting on all programs.
- Assist with coordinating volunteer and staff trainings in all related activities.
- Serve as lead coordinator and facilitator for local groups including Ski for Life programs in the winter.
- Manage registration, scheduling, and billing of OAS participants, staff and volunteers.
- Carry out weekly communications to OAS seasonal staff and volunteer pool of over 400 individuals.
- Complete lesson assignments for OAS staff and winter lead volunteer instructors.
- Coordinate weekly scheduling emails and assignments for all OAS volunteers.
- Respond to emails in the [info@oregonadaptivesports.org](mailto:info@oregonadaptivesports.org) inbox and personal work inbox.
- Monitor, answer, and return messages for the OAS operations phone line.
- Act as a program office representative during office hours to greet visitors, answer office phones, and respond to general program inquiries.
- Support the coordination and facilitation of OAS events: Community Days, Heroes in Sisters, Junior Racers, Ski for All, Pole Pedal Paddle, Tour Des Chutes, SOAR, Cascade Crankfest, Cycle Oregon, et al
- Provide instruction in adaptive sports to individuals with disabilities, particularly summer activities (cycling, mountain biking, hiking, climbing, paddling, golf).
- Provide support to the program office for general office administrative tasks including data entry, filing, processing mail, and maintaining administrative supplies.
- Assist staff and volunteer trainings, including material development, delivery, and feedback.
- Develop and maintain good relationships with Oregon Adaptive Sports community partners.
- Coordinate risk management issues related to programs, training, and driving.
- Assist in the maintenance of vehicles and equipment.
- Drive Oregon Adaptive Sports vehicles for the delivery of direct service and programs.
- Be a positive representative of Oregon Adaptive Sports programs, events and activities in our community.
- Comply with all Oregon Adaptive Sports policies and procedures.
- Adhere to OAS Values and Culture.
- Participate fully as a member of the Oregon Adaptive Sports staff and volunteer team.
- Other duties as identified.

**Qualifications**

- Certified ski instructor or knowledge of ski instruction techniques, PSIA Level II Adaptive or higher preferred.
- Exhibit a high level of energy, enthusiasm, and initiative.
- Independence in completing tasks, decision making, and risk management.
- Experience leading and coordinating recreation programs.
- Experience working with individuals with disabilities.
- Excellent interpersonal, verbal and written communication skills.
- Excellent group facilitation and team management skills.
- Ability to assist in the maintenance and repair (or willingness to learn) of adaptive equipment and facilities.
- Ability to work flexible hours; regular schedule includes weekend work.

- Savvy with various technology including Mac and PC based programs, Google Suite, MS Office, Adobe creative suite, social media platforms, and databases (ie Neon).
- Ability to lift and carry and carry a minimum of 50lbs including adaptive cycles and other sports equipment.
- Commitment to a positive, fun and team-oriented working environment
- Valid Driver's License; must verify own auto insurance.
- Current First Aid card and CPR training (or willingness to obtain within 90 days).
- Clear background check after interview and demonstration of clean driving record.

**Pay Rate:** Salary; based on experience \$32,000 - \$36,000 / year.

**Benefits:** Option to participate in a subsidized group health insurance plan as well as a subsidized voluntary benefits coverage plan (i.e. accident, dental, disability). Full seasons ski pass to Mt Bachelor, access to industry/organizational pro-deals. Lots of coffee, snacks, and stoke. A hard-working and supportive team helping you pursue your personal and professional goals. Generous Paid Time Off policy.

**Status:** Full-Time Year Round; 40 hrs per week; non-exempt. Start date approximately November 1st

**Hours:** Dependent on program schedule; includes regular weekend, afternoon, and evening work. Generally, during the ski season, this position will work a Thursday-Monday schedule. Occasional overtime during peak busy periods.

#### **Other Information:**

As the Program Coordinator, you are the lynchpin between OAS' "front" and "back of the house." You are the first point of contact for many OAS volunteers and participants and also behind the scenes piecing together our ever-adapting daily operations schedule. It requires immense attention to detail with top-notch customer service skills.

**Workday:** The general winter workday for the Program Coordinator is 8:00am to approximately 4:00pm. Some events or groups required altered start and end times. Programs also vary slightly depending on the transportation schedule. Summer workday for the Program Coordinator is approximately 9:00am to 5:00pm primarily Monday - Friday with 2-3 work weekends per month.

**Schedule:** This position requires weekend availability and will likely work a Thursday through Monday schedule through the Winter Season. This schedule may vary slightly during certain weeks based on need and demand.

#### **Important Dates:**

12/5 - 12/8	Winter Staff Training for New Hires	1/24 - 1/26	Heroes XIII
12/11-12/15	Volunteer Training Modules	2/1	Ellie Bartlett Ski Day/Junior Racers
12/13-12/15	Dirksen Derby	2/1	Mid Season Staff Meeting at Hoodoo
12/16	Bachelor Lessons Open	2/15 - 2/17	CamPAH
12/21- 1/5	BUSY Holiday Week	2/15 - 2/17	BUSY Presidents Weekend
12/25 & 1/1	OAS Closed	3/7-3/8	Ski to Defeat ALS & Troops Triumph
12/31, 1/2	Ski for Life Volunteer Training	3/16	Ski for All 2.0!
1/3 & 1/5	Hoodoo Volunteer Training	3/21-3/29	BUSY Spring Break
1/7 - 3/6	School Groups on Tues, Thu, Fri	3/29	End of Season BBQ @ Mt Bachelor

#### **How to Apply:**

Please submit a resume and cover letter to [kadee@oregonadaptivesports.org](mailto:kadee@oregonadaptivesports.org). Applications will be reviewed on a rolling basis and this position is open until filled. Interviews are scheduled to commence in early October, we aim to have this position starting by November but are committed to finding the right candidate. OAS staff will confirm receipt of your application, but we will be out in the field for many days in September the confirmation may be delayed.