



Job Title: Program Director

Position Overview: The Program Director oversees all aspects of Oregon Adaptive Sports programming and is in charge of the hiring, management, and evaluation of the entire program staff, including instructors, interns and volunteers. Key responsibilities include oversight of all program operations, resources, customer service, program quality, and risk management. The Program Director develops plans and strategies for future OAS programs, relationships and activities, and maintains partnerships with industry leaders in adaptive sports organizations. This is a senior level position with direct reports and significant responsibility and accountability.

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.

Reports To: Executive Director

Direct Reports: Program Coordinator(s), Training & Education Manager, Instructors

Summary of Job Duties:

Program Management:

- Develop and execute the annual Program Plan in accordance with the mission and goals of the organization
- Oversee and manage program expenses and revenue and specific accounts as outlined in the OAS budget
- Oversee significant aspects of the risk management program including Safe Sport policy, program specific policies, and emergency response plans
- Collaborate with the Equipment Manager in managing capital assets including acquisition and maintenance of program equipment and vehicles
- Oversee scholarships and grant program(s)
- Develop, facilitate and maintain written policies and procedures associated with programs and ensure that program activities operate within the policies and procedures of the organization and that program activities comply with all relevant regulations and the highest professional standards
- Monitor and report the effectiveness and financial results of the programs including participant evaluations, volunteer evaluations, participant experience numbers, net program costs and volunteer hours
- Oversee operational needs such as program related technology, participant and volunteer data management, participant, staff, and volunteer communications
- Oversee, plan and coordinate group activities and special events
- Serve as an instructor at program activities

Staff & Volunteer Management:

- Supervise all program staff including: Program Coordinator(s), Training & Education Manager, and Instructor Staff
- Oversee volunteer program including recruitment and retention, training, background checks, evaluations, appreciation and recognition
- Recruit, interview, hire and supervise well-qualified program staff
- Track staff performance and provide annual performance evaluations and compensation recommendations
- Ensure all staff members and volunteers receive orientation and appropriate training in adaptive recreation, health and safety protocols, diversity, equity and inclusion
- Attract and retain a top performing culturally diverse program staff and actively manage professional development and succession planning

Leadership/Vision:

- Develop and maintain great relationships with program partners
- Conceptualize and develop new and unique programs
- Provide positive senior leadership for the organization and its staff to ensure the highest quality execution of the OAS standard of excellence
- Pursue strategic alliances with nonprofits, businesses, facilities and organizations to further growth of programs
- Foster and maintain a welcoming community inclusive to people with disabilities, people of color, LGBTQ and other historically marginalized populations
- Pursue affiliation or accreditation with adaptive sports, outdoor recreation and disability organizations
- Work effectively with Board committees and the Board of Directors as needed
- Attend OAS board meetings on a regular basis to provide programmatic updates

Outreach & Development:

- Prepare and deliver presentations for public awareness; volunteer recruitment and training and participant/group outreach
- Assist with the development of program marketing campaigns and collateral material
- Work with the Executive Director in developing fundraising initiatives and grant proposals to support new and existing programming, capital purchases and scholarship programs

Desired Skills/Certifications:

- Bachelor's degree in a related field of study
- 5+ years of leadership and management experience supervising staff, planning, coordinating and facilitating recreation sport programs
- 7+ years of experience working with individuals with disabilities
- Education and training in leadership & management
- PSIA/AASI Level II or above adaptive alpine and/or snowboard certification preferred
- Instructor certifications in mountain biking, skiing, cycling, rock climbing, golfing and/or paddling preferred
- Wilderness First Aid certification or higher preferred
- Experience with various technology platforms including Google Suite, Neon CRM, Adobe Suite
- Demonstrated ability to take initiative, think creatively and work collaboratively and independently

Essential Job Functions:

- Excellent written and verbal communication skills
- Excellent interpersonal communication skills
- Ability to participate in and facilitate outdoor recreation activities
- Ability to drive OAS vehicles & trailers
- Ability to get along with others
- Ability to operate under stress when necessary
- Ability to prioritize and execute multiple tasks on or before deadlines and on budget

Pay Rate: Salaried, commensurate with experience

Status: Exempt, full-time, year-round

Hours: Dependent on program schedule; regular weekend, afternoon, winter holiday season and evening work required

Benefits Include: Subsidized medical insurance, retirement savings plan, generous paid time off policy, dog friendly work environments, pro-deals, season ski passes, and more!

About Oregon Adaptive Sports:

Oregon Adaptive Sports provides life-changing outdoor recreation experiences to individuals with disabilities. Participants gain confidence, build self-esteem and strive for independence leading to an enhanced quality of life.

We envision a day when everyone has the benefits of outdoor recreation, regardless of ability. We see Central Oregon as a year-round destination for adaptive sports with OAS as the leader in providing state-of-the-art equipment, professional instruction, staff and dedicated volunteers, resulting in top quality experiences for our participants.