



**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 program staff, including instructors, interns and volunteers. Key responsibilities include oversight of 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 Manager, Education & Training Manager, Equipment Manager, Instructors, Interns

**Summary of Job Duties:**

**Leadership/Vision (15%):**

- 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, 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.

**Staff & Volunteer Management (40%):**

- Supervise all program staff including: Program Manager(s), Program Coordinator(s), Equipment Manager, Education and Training 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.

**Program Management (40%):**

- Develop and execute the annual Program Plan in accordance with the mission and goals of OAS.
- Oversee and manage program expenses and revenue 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.
- Work with the Executive Director and Equipment Manager to manage OAS capital assets including acquisition and maintenance of program equipment and vehicles.
- 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.

- Report on 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.

#### **Outreach & Development (5%):**

- 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 and Development Directors 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; \$72,500-\$87,500/year; commensurate with experience in program development & direction, organizational leadership, and personnel management.

**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, dental, vision insurance including 100% employer paid premium for employees, 3% matching SIMPLE IRA 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.

## **How to apply and frequently asked questions:**

**To Apply:** Submit a resume and a brief cover letter in PDF format via email to Pat Addabbo, Executive Director, at [pat@oregonadaptivesports.org](mailto:pat@oregonadaptivesports.org).

### **Hiring Timeline:**

Applications will be reviewed as they are received. Candidates selected to proceed in the interview process will be notified via email. Candidates not selected to proceed will be notified via email. The position will remain open until filled.

### **Desired Start Date:**

OAS wished to have a Program Director in place prior to the start of the 2025/26 winter programming season in mid-December. However the exact timing is flexible for the right candidate.

### **Work Location:**

This is an in-person, full-time position based at the OAS World Headquarters in Bend, OR. The Program Director is required to be in the office several hours each week as well as onsite at various program locations. Weekend and evening work is common with meetings and events. OAS generous holiday and PTO schedule allows for a strong work-life balance.

### **Office Setting:**

The OAS HQ is located just ¼ mile from the Deschutes River and centrally located in SW Bend near numerous restaurants, parks, housing and amenities. Mt Bachelor ski area is a 20-25 minute drive away. The Mt Bachelor shuttle (included as an employee benefit) departs 1/10th of a mile from the office. Mountain bike trailheads are just three miles from the office.

### **About Bend:**

Frequently listed as one of the [best small cities](https://visitbend.com/) to live and recreate in, Bend is a vibrant, growing outdoor playground with endless activities for adults and children alike. Enjoy the perks and access of a mountain town with the amenities and opportunities of a small city. For more information about Bend and Central Oregon, visit our partner & supporter websites: <https://visitbend.com/> & [Visit Central Oregon](#).

### **Other questions?**

Feel free to email questions to Pat, at [pat@oregonadaptivesports.org](mailto:pat@oregonadaptivesports.org).