



**Job Title:** Program Director

**Job Summary:**

As the leader of the Program staff team: organize, develop, implement, manage, and be responsible for all aspects of Program activities, including: staff and volunteer recruitment, management, retention and training; program promotion and enrollment; transportation logistics; activity assignments and operations; and risk management issues.

**Responsible to:** Associate Executive Director

**Responsibilities:**

1. As a member of the Executive Staff team, direct all phases of Outdoors for All Program operations. Lead and manage the organization's Program operations in pursuit of our mission.
2. As the leader of the Program staff team, organize and lead program team and all direct delivery staff to successfully plan, manage, and deliver all programs and activities. Develop, plan, and document comprehensive work plans to manage all Program activities.
3. Oversee operations and programs budget to ensure all programs remain within budget and program income and expense targets are met.
4. Direct the vision and delivery of programs and operations to meet Outdoors for All strategic and long range goals.
5. Oversee grant implementation and budgeting in programs as related to acquiring, implementing, and reporting on grants for programs.
6. Oversee all risk management issues related to the program to ensure that safety remains Outdoors for All's prime goal.
7. Prepare and implement program evaluations, recommendations for improvement, and changes in policy and procedures for all programs of Outdoors for All.
8. Be responsible for clear direction and communication between executive team and program staff.
9. Provide instruction or assistance in various adaptive sports and recreational programs such as skiing, snowboarding, cycling, hiking, water skiing, camping, rock climbing, and paddling.
10. Act as designated staff lead/director at various programs including, but not limited to; Custom Events, Demo Days, individual activities, day camps, and weekend excursions.
11. Develop and maintain good relationships with managers and employees of all Outdoors for All collaborative referral sources and community partners including ski areas, parks and recreation departments, and vendors and/or sub-contractors.
12. Recruit and hire program coordinators and program managers, support in hiring and evaluating all other seasonal, full time, and part time program staff.
13. Manage, recruit, retain and supervise the training of Outdoors for All volunteers, lead volunteers and interns.
14. In consultation with program staff, develop and maintain program volunteer manual(s).
15. Assist program staff in compiling information, statistics, and materials needed for Outdoors for All direct service delivery and program evaluation.

16. In concert with Program Staff, review and update program enrollment systems, forms, brochures and promotional materials.
17. Review, update and otherwise prepare for personal presentations for purposes of public awareness & promotion; program volunteer recruitment & training; and participant and family/support person orientations.
18. Manage operation resources to include vehicles, facilities, equipment, and other programmatic resources and assets.
- 19.
20. Oversee all Program equipment rented and/or owned by Outdoors for All, including (but not limited to) adaptive equipment, skis, and radios. Ensure proper training for others in the use of this equipment. Ensure proper maintenance, inventory, and repair of the equipment.
21. Prepare written reports with findings and recommendations to sustain the continual responsiveness and improvement for Program activities.
22. Work with Program Staff in evaluating volunteer, participant and PRR activity and satisfaction levels.
23. Work with partnership programs and community organizations knowledgeable about various disabilities and adaptive techniques to ensure Outdoors for All staff and volunteers remain progressive and up-to-date on working with individuals with disabilities and their families.
24. Provide planning and staff assistance for Outdoors for All special events.
25. Maintain accurate computer and paper project management/correspondence files. In a timely manner, provide Accounting department with receipts and invoices for Program operations.
26. Participate in appropriate Outdoors for All committees, sub-committees and task forces (such as the Program Committee).
27. Oversee and provide guidance for excellent customer service to Outdoors for All participants, their family members, caregivers, volunteers, donors and community members.
28. Be a positive representative and promoter of Outdoors for All programs, events and activities in our community.
29. Comply with Outdoors for All safety and health policies and procedures.
30. Participate fully as a member of the Outdoors for All staff team.
31. Other duties as identified.

## **Qualifications**

1. Bachelor's degree or commensurate experience.
2. Excellent interpersonal, verbal and written communications skills.
3. Ability to work flexible hours; weekend and evening work required.
4. Five or more years of experience in general program management. Three or more years of experience in outdoor recreation, adaptive recreation or therapeutic program management preferred.
5. Two or more years of experience in grants management or administration of outcomes-based goals.
6. Two or more years of experience working with individuals with disabilities.
7. Ability to lift and carry bi-skis, adaptive cycles and other sports equipment typically weighing 40 or more pounds each.
8. Commitment to a team working environment.
9. Valid Washington State Driver's License; driving record which affirms ability to be insured by Outdoors for All's auto insurance.

10. Current First Aid card and CPR training (or ability to obtain within 90 days).

**Salary:** \$68,200 - \$84,800

**Status:** Full time

**Hours:** Dependent on Program schedule. Weekend and evening work required.

**Benefits:** Yes. See Outdoors for All Employee Manual

**Outdoors for All Mission:**

*To enrich the quality of life for children and adults with disabilities through outdoor recreation*

Name: \_\_\_\_\_ Date: \_\_\_\_\_