

ADAPTIVE SPORTS

NORTHWEST



Adaptive Sports Program Manager

Adaptive Sports Northwest – Portland, Oregon

Adaptive Sports Northwest (ASNW) is in search of our next Program Manager! Are you passionate, driven, organized, and enjoy working with people? Do you have experience working with people with disabilities, or have lived experience? Apply today to Team ASNW and support adaptive sports and recreation programs in the Portland area and beyond.

The Adaptive Sports Program Manager will be responsible for managing recreational and competitive sport programs for people with physical and visual disabilities. Under the supervision of the Executive Director, the Program Manager will develop, support and grow adult and youth adaptive sports & recreational opportunities in line with the established strategic plan and initiatives of the nonprofit organization. The Program Manager will promote the mission and vision of ASNW in the community through networking with individuals, athletes, organizations and other entities to promote and enhance opportunities, and work collaboratively with community members and partners to grow adaptive sports in Oregon/SW Washington. This position will participate both in direct service (attending practices, providing equipment fittings, coordinating tournaments, etc) as well as administrative and logistical operations of the organization.

RESPONSIBILITIES AND DUTIES

Adaptive Sports Programs

- Maintain and enhance current adaptive sports programs, including but not limited to wheelchair basketball, wheelchair rugby, kayaking, goalball, track & field, swimming, sitting volleyball, power soccer, and handcycling.
- Ensure that ASNW is providing safe, welcoming, and inclusive spaces for people with physical disabilities and visual impairments from a wide range of backgrounds and identities.
- Communicate with teams and athletes regarding practices, tournaments, policies, and organizational expectations.
- Recruit, train, and maintain communication with volunteers, including coaches, ongoing volunteers, event volunteers, and interns from various programs and degrees.
- Assist with administrative tasks, including but not limited to: database management, memberships, equipment loans, marketing and flyers, scheduling, managing team travel, practice facility securement, and other logistics that arise.

- Attend, plan and prepare for ASNW annual events, including but not limited to: wheelchair basketball, rugby and goalball tournaments', adaptive sports clinics, and other community events that promote ASNW.
- Collaborate with coaches to help with team logistics as needed by the teams.
- Manage and maintain program equipment inventory, including fitting athletes to equipment and providing ongoing oversight of equipment allocation, maintenance, and repairs.
- Understand and follow best practices in the field of adaptive sports and recreation, including safety and risk management practices.

Adaptive Sports Development & Organizational Growth

- Work as a staff team to assist with the development of current and future programming.
- Responsible for providing quality programming and enhancing participant growth of current sports.
- Identify potential growth areas and assist with coordinating sports clinics and workshops to develop new or existing sport and recreation programs.
- Outreach to athletes in the community and region to participate in programs; work with local, regional and national inpatient rehabilitation hospitals and clinics, including Recreational Therapy programs, Occupational and Physical Therapists with a focus to develop new or existing sports and programs.
- Develop and maintain connections with rehabilitation clinics and other disability groups to increase ASNW athlete base and participation and to educate new athletes on sports opportunities.
- Identify and procure necessary equipment needed for functional, safe and consistent performance of adaptive sports programming.
- Participate in updating policies and procedures and communicate changes and updates to stakeholders.
- Attend board of directors' meetings (as needed) and communicate periodical updates regarding programming.
- Assist Executive Director in building, managing, and reporting on individual sport and program related budgets including expenses and revenue.
- Maintain programming funds within the allowable boundaries of the budget on a quarterly and annual basis.

QUALIFICATIONS AND SKILLS

Education and Experience

- Preferred: Bachelor's degree in recreation therapy, therapeutic recreation, adapted physical education, occupational therapy, physical therapy, sports management, business administration, nonprofit management, or related field. Relevant experience can be considered for a replacement for higher education.
- Required: Minimum of 2 years of experience working with people with disabilities, preferably in adaptive recreation or sports/recreational programming. Consideration will also be made for candidates with transferable skills from the private or public sector.

Qualifications

- Applicant should have experience and or knowledge of working with people with physical disabilities and their families and have an interest in adaptive sports and recreation.

- Excellent interpersonal, verbal and written communication skill sets.
- Exhibit a high level of energy, enthusiasm and initiative.
- Highly organized and possess the ability to manage their own schedule and maximize and prioritize the use of hours worked.
- Ability to work a flexible schedule with some evenings and weekend work required.
- Candidate will be required to pass a background check.

Job Requirements

- Occasionally required to work weekends and evenings, with some independent regional travel.
- Preference of being able to support equipment moving and lifting, with or without accommodations.
- Preference of ability to perform wheelchair transfers, upon thorough training. Or, knowledge of transfers and the ability to train others.
- 1st Aid and CPR certified or ability to become certified within 90 days of hire.
- Individuals with disabilities are encouraged to apply. Accommodations and adaptations to job requirements will be discussed with each applicant who receives an interview.

Status

- Year round, full time, 40 hours per week preferred. Willing to negotiate hours per week or month for the ideal candidate.
- Desired start date: January 15th, 2024

Salary

- \$52,000 starting annual salary for those who meet the minimum education and experience. Salary negotiable based on years of experience. At this time, salary will not exceed \$62,000 annually.

Benefits

- Paid federally recognized holidays
- Monthly health insurance stipend
- 2 weeks annual vacation time for 40 hour employees
- Flexible schedule outside of program needs
- Paid Family Medical and Sick leave based on Oregon law

To Apply

If interested in applying, please send resume and cover letter via email to ArmbrusterASNW@outlook.com or mail to:

Adaptive Sports Northwest
10541 SE Cherry Blossom Drive
Portland, OR 97216

Please call 503-241-0850 with questions regarding the application process.