



Employment Opportunity

Anticipated start date: August 1st, 2019

Position:

Chief Program Officer

- Salaried position.
- Full-time, 40 hours minimum, flexible schedule, which includes evening and weekends.
- Frequent local and out of state travel is required.

Job Description:

Under the direction of the Chief Executive Officer, the Chief Program Officer is responsible for all aspects of ASPO community based and interscholastic adaptive sport programming including the following duties:

Administrative

- Oversee and enforce ASPO's policies and procedures.
- Oversee risk management and evaluation of programs with recommendations for change.
- Assist Development Staff in tracking grant deliverables and program data, assist with grant reports, and delivering completed program evaluations.
- Assist with special events and any other duties and responsibilities as assigned by the Chief Executive Officer.

Programs

- Supervise and guide a team of Program Managers by providing direction, input, and feedback with regard to day-to-day operation and long-term future of all sport programs. This shall include weekly staff meetings involving program staff, and Chief Executive Officer as necessary.
- Lead program managers in the development, management, execution, promotion, and securing of the necessary resources, of all sport programming (both interscholastic and community based) including weekly sessions, tournaments or competitions, camps, clinics, and special events offered by ASPO.
- Responsible for administrative duties that pertain to sports programming, including but not limited to contracts, outcome reporting, program audits, etc.
- Develop budgets for sport programs and special events, and work with Program Managers to develop yearly program operating budgets and capital expenditure requests.



- Serve as the commissioner of the Ohio Interscholastic Adaptive Sports League and the Heartland Sled Hockey League.
- Responsible for reviewing and updating the program handbook.
- Required to provide goal setting and strategic input with respect to programming growth and operations.
- Respond to day-to-day program inquiries and communicate directly with program managers, coaches, volunteers, athletes and/or parents of minor athletes.
- Ensure athletes maintain eligibility for programs by registering with ASPO and the sport NGB as necessary.
- Increase participation in both community based and interscholastic programs, and promote offerings to target audiences.

Events/Outreach

- Oversee events, demonstrations, clinics, and exhibitions in a variety of settings.
- Attend outreach events and represent organization.
- Recruit new agency partners and individual participants.
- Establish, maintain and cultivate personal relationships with interscholastic, collegiate, community, national partners, and NGB's that are instrumental in delivering high-quality programming.
- Establish a sense of community within programs by making personal connections and cultivate positive relationships with athletes, coaches, volunteers, and other individuals that are part of the organization.
- Monitor, schedule and post program and event updates on social media accounts.

Coaches/Volunteers/Interns

- Recruit and manage coaching staff in conjunction with the Chief Executive Officer and Program Managers.
- Recruit and manage volunteers and interns.
- Oversee the quality, content, and execution of training and certifications for volunteers and coaches.

Equipment

- Oversee the Director of Equipment Operations and ensure that equipment, vehicles and trailers are inspected regularly, maintained, and in working order.

Minimum Qualifications:

- Bachelor's Degree in Therapeutic Recreation, Sports Management or related field.
- 5 years of managerial experience in sports or recreation.
- Excellent leadership skills with the ability to lead and mentor Program Managers.

Adaptive Sports Program of Ohio



- Working knowledge of legal, regulatory, and risk management issues related to athletic programs.
- Willingness to maintain a flexible work schedule, which may include longer than normal hours, working weekends or evenings.
- Mechanical aptitude and familiarity with outdoor equipment, trailers, and vans.
- Valid driver's license, with the ability to drive a passenger van or a mini-bus (no CDL required) and also be able to haul a 6x12 and 6x14 trailer.
- Current special certifications: CPR, First Aid, AED or willing to obtain.
- Detail oriented with strong professional, interpersonal, and organizational skills.
- Proficient in Microsoft Office products including Outlook, Word, and Excel.
- Proficient in Google Drive, Docs and Spreadsheets.
- Must be able to lift, carry, and manage equipment and supplies.
- Excellent written and verbal communication skills.
- Must maintain confidentiality at all times.
- Ability to work independently and make decisions in accordance with established policies and regulations.

Additional Desirable Qualifications:

- Ability to build a team environment centering on open communication, supportiveness, and enthusiasm.
- Background in adaptive sports, completion of Certified Disability Sport Specialist (CDSS) training.
- Strong initiative and creative problem solver.
- Public speaking experience.

Additional Information:

- Background check required.
- Competitive salary that is commensurate with experience.
- Benefits package for full-time employee that includes health, dental, paid time off and paid holidays.

To apply:

No phone calls please. If interested in applying, please send resume, cover letter, salary requirements and a minimum of three references no later than **July 22, 2019** to: Lisa Followay, Chief Executive Officer, Adaptive Sports Program of Ohio, 100 Kurzen Road N, Suite B, Dalton, Ohio 44618 or director@adaptivesportsohio.org.