



## **Adaptive Sports Program Manager Position**

**Anticipated start date:** When filled.

### **Program Manager Job Description:**

- Stationed in Cleveland and reporting to the Chief Executive Officer.
- Salaried, Full-time, 40 hours minimum, flexible schedule, which includes evening and weekends.
- Frequent local and out of state travel is required.
- Under the direction of the Chief Executive Officer responsible for oversight and implementation of competitive and recreational sport programs, which includes planning and coordinating program schedule, events and tournaments, reserving facilities, coordinating with other teams, coordinating travel, coaches, volunteers and referees.
- Organize and develop fundraising events, demonstrations and exhibitions in a variety of settings.
- Oversee athlete registration with ASPO and sport NGB.
- Respond to day-to-day program inquiries.
- Assist with volunteer and athlete recruitment and marketing.
- Select coaching staff in conjunction with the Chief Program Officer.
- Coordinate coaching and volunteer trainings and certifications.
- Communicate directly with coaches, volunteers, athletes and/or parents of minor athletes.
- Coach and create quality practice plans each week as needed.
- Assist with adaptive equipment fitting, maintenance and repair as needed.
- Oversee and enforce ASPO's policies and procedures.
- Assist with special events and any other duties and responsibilities as assigned.

### **Minimum Qualifications:**

- Bachelor's Degree in Therapeutic Recreation, Sports Management or related field.
- 1 – 3 years of professional experience.
- Coaching experience in one or more sports.
- Valid driver's license, with the ability to drive a 15 passenger van or a 13 passenger mini-bus (no CDL required) and also be able to haul a 6x12 and 6x14 trailer.
- Strong professional, interpersonal and organizational skills.
- Clean background check.
- Proficient in Microsoft Office products including Outlook, Excel and Access.
- Proficient in Google Drive, Docs and Spreadsheets.
- Ability to work autonomously or in a team setting as required.



**Desirable Qualifications:**

- Background in adaptive sports, completion of Certified Disability Sport Specialist (CDSS) or Certified Adaptive Recreation and Sports Specialist (CARSS) training.
- Effective written and oral communication skills.
- 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:**

If interested in applying, please send resume, cover letter, salary requirements and a minimum of three references no later than December 6<sup>th</sup>, 2019 to:

Lisa Followay, Executive Director  
Adaptive Sports Program of Ohio  
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Dalton, Ohio 44618  
[director@adaptivesportsohio.org](mailto:director@adaptivesportsohio.org)

***No phone calls please.***