

Position	<i>Program & Volunteer Coordinator</i>
Salary	<i>\$32,000 - \$37,000 (DOE)</i>
Status	<i>Full-Time (40 hours/week), Non-Exempt</i>
Benefits	<i>Health/dental/vision benefits, paid time off and cell phone stipend included.</i>
Start Date	<i>August 31, 2020. Start date is negotiable but shall not be prior to 8/31/20.</i>

Primary Objectives

The main objective for the Program & Volunteer Coordinator is to ensure the sports and recreation activities conducted by Arizona Disabled Sports and those in conjunction with the City of Mesa Parks, Recreation and Commercial Facilities and Mesa Public Schools are of the utmost quality and value to athletes with physical and visual impairments.

Duties and Responsibilities

1. Develop, implement, and evaluate a variety of sports and recreation activities that meet the needs of those with a physical or visual impairment. This includes identifying and implementing new adaptive and inclusive sports and recreation programs, securing facilities and equipment for sports and recreation programs, recruiting participants, and coordinating registration and schedules.
2. Develop and implement social activities and support programs for individuals with physical and/or visual impairments.
3. Create and send regular surveys to program participants to assess and implement improvements/enhancements.
4. Work closely with national and international governing bodies (IPC, USPSA & NWBA) to ensure compliance with sports programs.
5. Coordinate team travel for AzDS athletes (Power Soccer, Wheelchair Basketball, etc.).
6. Work collaboratively with the Executive Director to hire and evaluate coaches, as needed. Ensure coaches and instructors are effectively meeting the needs of Arizona Disabled Sports athletes. Evaluate performance at the start and conclusion of each adaptive sports program and provide recommendations, as necessary.
7. Recruit volunteers for programs, special events and fundraisers, as needed.
8. Monitor the budget designated for Adaptive Programs.
9. Compile and track data for adaptive programs. Data to include registration records, demographics of registrants, and other key pieces of information to be used by the Executive Director in marketing materials, grant applications and sponsorship opportunities.
10. Collaborate with Special Events & Competitions Director and Executive Director to create and send seasonal programming brochures to current and potential program participants.
11. Manage and maintain equipment inventory and Adaptive Equipment Rental Program.
12. Collaborate with the Executive Director to develop marketing materials that promote the Adaptive Equipment Rental Program.
13. Other duties as necessary to ensure effective execution of programs and success of the organization’s mission, vision, and primary objectives.

Adaptive sports and recreation for individuals with all types of disabilities



“Let no one sit on the sidelines.”

Knowledge, Skills, and Abilities

Experience working with people with physical and/or visual impairments in a sports setting; knowledge of adaptive opportunities and equipment available for people with physical and/or visual impairments; excellent public relations skills; strong oral and written communications skills; planning, organization, leadership and problem-solving skills; ability to exercise independent judgement and take initiative; computer skills; exceptional ability to work cooperatively with others and create a positive, constructive relationship with staff, partners and the general public.

Qualifications

Minimum Qualification(s) Required: Graduation from an accredited college or university with a Bachelor’s Degree in Recreational Therapy, Parks & Recreation Management, Therapeutic Recreation, Sports Management, or similar degree program. A minimum of two to three years of part-time experience performing recreation programming job duties is required. Cardiopulmonary Resuscitation (CPR) and First Aid certification is required by the first date of employment.

Desired Qualification(s): Certification by the National Council for Therapeutic Recreation Certification (NCTRC) or the National Recreation and Parks Association (NRPA). Membership in the Arizona State Therapeutic Recreation Association (ASTRA) or Arizona Parks and Recreation Association (APRA). Certified Therapeutic Recreation Specialist (CTRS) and experience working in the field of adaptive recreation is preferred.

Special Requirement(s): Must possess a valid Arizona Drivers’ License by hire date.

Distinguishing Features

The Program & Volunteer Coordinator is to ensure all adaptive sports programs are executed effectively. While the primary work location resides at the Broadway Recreation Center, the Program & Volunteer Coordinator must be available to oversee sports and recreation programs within normal business hours and on evenings and weekends, when applicable. The Program & Volunteer Coordinator will be required to drive a truck and pull a trailer for weekly adaptive programs.

Note: Potential Employees will submit to a background check including, but not limited to, E-Verify, fingerprinting, and social media review.

Please submit cover letter, resume and references to rhonda@arizonadisabledsports.com

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