

ADAPTIVE SPORTS PARTNERS OF THE NORTH COUNTRY

Job Title: Program Director

General Description:

- Support the mission of Adaptive Sports Partners of the North Country: Enriching the quality of life for people with disabilities through year-round sports, recreation, and wellness.
- Manage development and delivery of adaptive sport, recreation, and wellness programs provided by ASPNC. Report to the Executive Director and act as member of organizational management team.
- As part of the program team, work in cooperation with the Executive Director, Information & Operations Manager, and other paid and volunteer staff members to implement a Therapeutic Recreation Initiative in Northern New Hampshire.
- This is a full-time, year-round salaried position.

Major Responsibilities:

- Plan and implement safe, accessible sport, recreation, and wellness activities.
- Implementation and provision of therapeutic recreation services to clients in homes or community settings.
- Describe and present therapeutic recreation services to consumers, families, colleagues, related services and community service providers, in the private sector, school systems and Veterans Affairs systems.
- Coordinate contracts with vendors seeking community-based therapeutic recreation services and manage collaboratively with the program team, all contract requirements, including staffing, and documentation
- Perform formative program evaluation.
- Identify organizational volunteer staffing needs, recruit volunteers, manage volunteer staff and coordinate volunteer assignments.
- Work with Training Coordinator to identify needs for new and/or revised training activities.
- Work with Equipment Coordinator in identifying and researching adaptive equipment needs.
- Participate in development and maintenance of operational guidelines.
- Provide budget and financial planning information to Executive Director as requested. Provide regular activity reports to Executive Director.
- Participate in general planning activities with Executive Director, management team, and Board of Directors.
- Support various communication, fundraising, and community outreach activities. Act as spokesperson for the organization and complete outreach activities as requested.
- Stay current with various developments in the non-profit and adaptive worlds through research and educational activities, including continuing education, networking, and membership in professional organizations.

Qualifications:

Education and Experience:

- Bachelor's degree (Master's preferred) in therapeutic recreation, and 3-5 years of experience in therapeutic recreation including experience with veterans and members of the armed services.
- Certified Therapeutic Recreation Specialist
- Licensed by the New Hampshire Allied Health Board to practice as a Recreational Therapist.
- Knowledge of state and federal regulations concerning persons with disabilities.
- Valid driver's license.
- First Aid & CPR certifications.
- Clean background check.

Skills, Traits and Characteristics Necessary for Success:

- Requires exceptional interpersonal and supervisory skills, attention to detail, and good problem solving skills
- Effective written and oral communication skills and a high degree of organization.
- Must have the ability to multi-task in a fast-paced environment, a positive attitude, excellent customer service skills, ability to work independently, a professional and courteous manner and ability to work with a diverse group of people.

Salary Range & Benefits:

- \$38,000 – \$45,000 depending on experience
- Generous holiday and vacation benefits
- Monthly health care stipend available

Application Submissions:

- Email cover letter, detailing previous recreational therapy experience, and resume to:

Sandy Olney, Executive Director
info@AdaptiveSportsPartners.org

Adaptive Sports Partners of the North Country (ASPNC) promotes a culture of inclusion and seeks talented staff from diverse backgrounds. ASPNC does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, veteran status or any other legally protected factor.