



Colorado Office:  
1315 Nelson Street Unit 1  
Lakewood, CO 80215  
303.679.2770 | 877.679.2770

Chicago Office:  
2616 Wilmette Ave., Wilmette, IL 60091  
847.251.8445 | 877.679.2770

A 501(c)3 nonprofit organization

**Position:** Cycling and Paddlesports Program Coordinator - Midwest  
**Classification:** Full Time  
**Location:** Home Based Position – Midwest (Northern Chicago Area)  
Regular local travel required

## Description of Company

Adaptive Adventures provides progressive outdoor sports opportunities to improve quality of life for youth, adults, and veterans with physical disabilities. Our core sports include skiing, cycling, kayaking and paddle boarding, sailing, climbing, waterskiing and wakeboarding, with additional opportunities in scuba and whitewater rafting.

## Summary of Duties

Reporting to the Program Director (PD) and/or the Midwest Program Manager (PM), the Cycling and Paddlesports Program Coordinator is responsible for planning, implementation, and reporting all aspects of the cycling and paddlesports program in the Midwest that results in the delivery of consistent, high quality programming experiences. Responsible for the day-to-day operations of the program for participants with disabilities, families, volunteers, donors, community members, and other public and private adaptive organizations. Responsible for managing and maintaining the equipment required for these sports.

## Key Responsibilities

### Leadership

- Collaborates with PD, PM, and ED as well as the Cycling Manager and Paddlesports Manager to understand program specific goals and objectives; including identifying, developing, and implementing program opportunities.
- Promotes a positive public image by establishing and maintaining contact with participants, volunteers, donors, and professional organizations and institutions.

### Program Planning and Development

- Collaborates with PD and PM on establishing program specific goals and objectives; including identifying, developing, and implementing program opportunities.
- Works with PD, PM, and ED to determine necessary resources; including operating budgets, contract labor resources, venue, participant marketing, and volunteers for the program.
- Assists MD, PD, and PM, in identifying potential funding sources for the program.
- Works with MD to cultivate funding sources for the program.
- Facilitates strategic partnerships with new organizations that are appropriate for the program.



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### ***Program Operations***

- Responsible for implementation and delivery of programs, services, activities, equipment, facilities, and resources to ensure that program goals and objectives are met. Including, but not limited to, staffing, scheduling, budgeting, resource allocation, permits, licensing, and instruction.
- Provides the PD and PM with program and operations reports seasonally or as requested.
- Responsible for compliance with budget expenditures, expense documentation, and receipts.
- Identifies and cultivates volunteers or independent contractors to successfully meet needs of the program.
- Provides appropriate training to all program volunteers and interns, as well as cross training other staff in the specific skills of the sport.
- Ensures the programs are delivered effectively to all participants.
- Implements Adaptive Adventures program delivery procedures at all events as detailed in the pre-event, event delivery, and post-event procedures.
- Implements and supervises appropriate safety and risk management protocols as related to specific program.
- Ensures all essential program equipment is available and in good working order for events. This includes securing additional equipment when necessary, maintenance, and repair of equipment.
- Works with other staff and business partners to develop and implement collaborative programming efforts, and assists in the organization's fundraising efforts.
- Actively recruits participants for programs utilizing all of the resources available, human and technological, to maximize event participation.
- Provides direct client services, support, and instruction in other programs as needed to support other program coordinators.
- Follows policies and procedures as defined by Adaptive Adventures manuals.
- Reports program concerns or issues directly to supervisor.
- Graciously engages in all other duties as assigned.

### ***Qualifications***

- Substantial knowledge and experience in adaptive sports and recreation.
- Coaching and fitness background in cycling and paddlesports.
- Strong organizational, management and leadership skills with the ability to prioritize projects enhancing work flow using independent judgment in making decisions that affect day-to-day operations of Adaptive Adventures.
- Possess the ability to work with a variety of different people including, potential sponsors, event managers, volunteers, participants with special needs, Board of Directors, and program staff.
- Instructional skills to supervise and motivate, participants and volunteers.
- A Bachelors Degree or higher, CTRS, and management experience is preferred.

To apply please send resume and cover letter to [Info@adaptiveadventures.org](mailto:Info@adaptiveadventures.org). Please reference the title of the job to which you are applying in the subject line. This information is critical. In your cover letter tell us why you want to work for Adaptive Adventures and please tell us about your favorite adventure!

No phone calls, please.

*Mission: To provide progressive outdoor sports opportunities to improve quality of life for children, adults, and veterans with physical disabilities and their families.*

*Modified 10/13/14*