



Programs Specialist, Camp Spark and Sports Adaptations

Join an organization that empowers people to turn their ambition into opportunity. Northwest Association for Blind Athletes (NWABA) is on the cusp of an exciting time of growth as a regional organization with a mission to provide life-changing opportunities through sports and physical activity to children, youth, and adults who are blind or visually impaired.

We are committed to cultivating opportunities for individual and organizational growth. Energized by an entrepreneurial spirit and the drive to excel, NWABA invests heavily in the people and resources needed to successfully deliver on our mission. Looking to the future, newly renovated offices in downtown Vancouver are equipped to tap into the tools and technology necessary to expand our presence and impact in Oregon, Washington, Idaho, Montana, and beyond.

At NWABA, we operate with full transparency, bringing honesty and integrity to everything we do. We welcome, serve, and support all people with dignity and respect. We bring steadfast determination in pursuit of our mission and our goals. Our next Programs Specialist will embrace our values, champion our mission, work with passion, and deliver results.

Your Opportunity:

Reporting to the Programs Manager, Camp Spark and Sports Adaptations, this position will deliver programs and services directly to children, youth, and adults who are blind and visually impaired through our Camp Spark and Sports Adaptations programs in addition to supporting other NWABA programs. This position will focus on growth initiatives in the Camp Spark and Sports Adaptations programs specifically. This position is based out of our office in Vancouver, WA. The Program Specialist will deliver direct programming to individuals with visual impairments across all of NWABA's service areas in WA, OR, ID and MT.

NWABA offers competitive compensation including health insurance, generous PTO, a 403(b) savings plan and paid holidays. Working from our conveniently located downtown **Vancouver, WA** office, employees are in the heart of the city and close to restaurants, coffee shops, trails, and countless other attractions.

Responsibilities:

- Support and drive key strategic growth and deliver programming in Camp Spark and Sports Adaptations programs.
 - Track program registrations and follow-up with athletes, volunteers, families, and teachers as needed.
 - Assist with all aspects of Camp Spark and Sports Adaptations event planning as assigned by the Programs Manager, Camp Spark and Sports Adaptations or designee including coordination of facilities use, vehicles, volunteers, staff, and equipment in support of program events.
 - Assist with databases to ensure that all information is accurate and up-to-date.
 - Provide administrative support in the development, implementation, and scaling of the programs.
 - Sports Adaptations responsibilities:

- **Oversee daily operation of the sports adaptations program.**
 - **Camp Spark:**
 - **Provide support to Programs Manager in daily operations and implementation of all Camp Spark sessions.**
- **Support and deliver programming in Sports Outreach programs.**
 - **Deliver programs directly to individuals who are blind and visually impaired. Provide instruction in sports and recreational activities including: Goalball (sport for individuals who are blind), tandem cycling, hiking, paddling kayaking, skiing and other sport and recreational opportunities as assigned.**
 - **Act as designated staff representative at program events as assigned.**
- **General responsibilities:**
 - **Drive the organization's vehicle(s) to support the delivery of programs.**
 - **Assist with the maintenance of sports equipment including tandem cycles, kayaks, etc. as needed.**
 - **Provide excellent customer service to athletes, volunteers and partner agencies.**
 - **Other duties as assigned by the Programs Manager, Camp Spark and Sports Adaptations or designee.**

Desired Knowledge, Skills and Abilities:

- **Bachelor's degree or higher in education, adaptive recreation, camp and youth development, or commensurate experience.**
- **Experience and passion for leading sports and recreational programs (tandem cycling, hiking, water sports, etc.) with an emphasis in experience planning and leading residential camp programs.**
- **Experience working with individuals with visual impairments is desired but not required.**
- **Thrives in a fast-paced, highly entrepreneurial, and collaborative environment.**
- **Experience working with database software.**
- **Experience working and leading within a residential camp setting is desired, but not required.**
- **Embraces strategic and annual planning and contributes to successful execution of the plans.**
- **Ability to travel approximately 40-50% of time throughout our service area (WA, OR, ID and MT).**
- **Demonstrates initiative and self-direction.**
- **Demonstrates excellent oral and written communication skills.**
- **Ability to lift and carry up to 50 lbs. including tandem bikes, kayaks, and other adaptive sports equipment on a regular basis.**
- **Ability to work a flexible schedule including regular evenings and weekends throughout the year.**
- **Must possess a valid state-issued driver's license.**
- **Current First Aid card and CPR training (or willingness to obtain within 90 days).**
- **Ability to pass a background check, including MVR.**

Compensation:

- **Compensation is commensurate with experience and education.**
- **This is a full-time, exempt position.**

Application Instructions:

*For consideration, please send **all** of the following to: **PS@TJandassociates.com***

- 1. Your résumé**
- 2. A cover letter and**
- 3. Three or more professional references.**

Please direct all questions to the email address listed above.

*In your **cover letter**, please share the following:*

- *Why are you a great fit for this position? What might set you apart from other candidates?*
- *What are your proudest **Programming and Adaptive Sports/Recreation** achievements (include metrics where available!)?*
- *Why are you interested in working with the **Northwest Association for Blind Athletes**?*