



Adapted Programs Specialist, Puget Sound

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 **Vancouver, Washington** are equipped to tap into the tools and technology necessary to expand our presence and impact in Washington, Oregon, 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. And we bring steadfast determination in pursuit of our mission and our goals. Our next Programs Specialist, Puget Sound will embrace our values, champion our mission, work with passion, and deliver results.

Your Opportunity:

Reporting to the Program Manager, Sports Outreach the Programs Specialist, Puget Sound will develop and implement programs and services directly to children, youth, and adults who are blind and visually impaired. This position will focus on growth initiatives across the area of Puget Sound (Greater Seattle & Tacoma) by building relationships and partnerships, delivering direct programming to individuals with visual impairments, as well as individuals with visual impairments and secondary disabilities, implementing processes across the area for NWABA. This position requires working in the field directly with athletes and volunteers, and in a professional office setting. Time in the office and time in the field varies throughout the year, the majority of office time focuses on recruitment of athletes and volunteers, scouting and booking potential venue sites, and providing excellent customer service to all NWABA constituents. The Programs Specialist, Puget Sound will deliver program events in over 20+ sports including but not limited to tandem biking, kayaking, paddleboarding, skiing, snowboarding, goalball, swimming, hiking, snowshoeing and more; these programs are typically hosted on weekends.

NWABA offers competitive compensation, including health insurance, generous PTO, a 403(b) savings plan, and paid holidays. Working from our conveniently located **Vancouver, Washington** office, employees are in the heart of the city and close to restaurants, coffee shops, trails, and countless other attractions. This is an **in-office** (not remote) position. Relocation stipend available.

Responsibilities:

- Act as growth area lead for the Puget Sound
- Drive key strategic growth initiatives in Puget Sound
- 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.
- Act as designated staff representative at program events.
- Assist with all aspects of event planning as assigned by the Program Manager, Sports Outreach or designee including: coordination of facilities use, vehicles, volunteers and equipment in support of program events.
- 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.
- Track program registrations and follow-up with athletes, volunteers, families, and teachers as needed.
- Provide excellent customer service to athletes, volunteers and partner agencies.
- Assist with database to ensure that all information is accurate and up-to-date.
- Other duties as assigned by the Program Manager, Sports Outreach or designee.

Desired Knowledge, Skills and Abilities:

- Bachelor's degree or higher in education, adaptive recreation or commensurate experience.
- Strong preference to people with experience in teaching and working with individuals with visual impairments.
- Experience working with individuals with disabilities, is desired, not required.
- Experience and passion for leading and participating in sports and recreational programs (tandem cycling, hiking, water sports, virtual fitness etc.)
- Ability and desire to spend several hours per week in a professional office setting to plan program events, contact athletes and volunteers, and participate in team meetings.
- Thrives in a fast-paced, highly entrepreneurial, and collaborative environment.
- Experience working with database software.
- Embraces strategic and annual planning and contributes to successful execution of the plans.
- Demonstrated 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 travel approximately 40-50% of time throughout our Vancouver office service area (WA, OR) with emphasis on travel throughout Puget Sound.
- Ability to work a flexible schedule including regular evenings and weekends throughout the year. Programs are hosted on weekends, this position requires weekend commitment.
- Must possess a valid state-issued driver's license.
- Current First Aid, CPR and Lifeguard Training Certification (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.
- Salary \$48,000 - \$51,000

Application Instructions:

For consideration, please send **all** of the following to: recruiting@nwaba.org

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 the subject line, please note which position you are applying for *Program Specialist, Puget Sound*. We have multiple openings, this will help us align with the correct posting.****

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**?*