



Seasonal Program Coordinator Work Study

Date Listed	4/8/2009 6:15:45 PM
Job ID	
Employer	Outdoors for All Foundation
Category	Social Services
Job Type	Off-Campus

Job Description

Assist in the delivery of Outdoors for All year round program activities. Support the program staff in leading outdoor recreational activities through event coordination, and guiding volunteer and participant groups; and equipment, facility and vehicle logistics. Assist with reception, processing of event forms, registrations and other office related tasks.

1. Act as the designated staff representative at various programs including but not limited to individual activities, day camps, weekend excursions, Demo Days and Custom Events.
2. Provide instruction or assistance in various sports and recreational programs such as skiing, snowboarding, cycling, hiking, water skiing, camping, and rock climbing, camping and paddling.
3. Act as program office primary receptionist during scheduled office hours to greet visitors, answer office, phones, and respond to general program inquiries. Respond in a positive and friendly way to customer inquiries.
4. Provide support to the program office for general office administrative tasks including data entry, filing, processing mail, and maintaining administrative supplies.
5. Drive Outdoors for All vehicles for the delivery of direct service and programs including: 15 Passenger Vans, Accessible vans Trucks, 20' Trailers, canoe trailers etc.
6. Be a positive representative and promoter of Outdoors for All programs, events and activities in our community.
7. Comply with Outdoors for All safety and health policies and procedures.
8. Participate fully as a member of the Outdoors for All staff team.
9. Other duties as identified.

Job Requirements

1. Experience leading recreation programs. Specific experience in leading rock climbing, ropes courses, cycle rides and water sports a plus.
2. Valid Driver's License required. Must meet the Market Driver guidelines, submit driving record release and be pre-approved as an Outdoors for All driver. Experience connecting, pulling and working with trailers and large vehicles a plus.
3. Experience working with individuals with disability a plus.
4. Excellent interpersonal, verbal and written communications skills.
5. Ability to work flexible hours; includes regular weekend work.
6. Savvy with MS Office software including Word, Excel, Outlook and PowerPoint. Some database management a plus.
7. Ability to lift and carry a minimum of 50lbs including bi-skis, adaptive cycles and other sports equipment.
8. Exhibit high level of energy, enthusiasm and initiative.
9. Commitment to a positive, fun and team-oriented working environment

Educational Benefits

Experience and training in working with individuals with disability, non-profit administration, and outdoor recreation programs (kayaking, cycling, hiking, etc.)

Number of Current Openings	1
Hours	32.0 to 40.0 hours per week
Compensation	\$9.00/hour to \$12.00/hour, DOE
Wage Notes from Employer	
Funding Source	Off-Campus: State Work-Study
Time Frame	Summer
Contact Person	Gail Loveland
Contact Email	gailloveland@outdoorsforall.org
Work Location	Magnuson Park Seattle, WA
Phone Number	206.838.6030 x208
Fax Number	206.838.6035