

Arizona Disabled Sports

Position: PROGRAM SUPERVISOR

Salary: \$35,000 - \$40,000 DOE

Benefits: Health/dental benefits and paid time off included.

Applications: Applications accepted through Monday, April 30, 2018 at 5:00pm MST. Suggested start date for the position is negotiable and is pending fingerprinting and background check.

To Apply: Email cover letter, resume and application to board@arizonadisablesports.com. Please reference "Program Supervisor" in the subject line of your email.

Job Description: The Program Supervisor for Arizona Disabled Sports is a full-time, 40 hours per week position. A Program Supervisor is responsible for providing professional recreational programming and facility coordination services for a non-profit organization providing a wide variety of adaptive sports and recreation programs to individuals with physical disabilities. This position requires good communication skills, flexibility, and the ability to work with a variety of people.

Responsibilities include:

- Planning, organizing, scheduling, coordinating, and implementing recreational and competitive opportunities and annual special events;
- Selecting, training, supervising and evaluating part-time staff, officials, coaches, and volunteers to support the adaptive programs;
- Securing, scheduling, and preparing recreation facilities;
- Preparing promotional program information for distribution;
- Monitoring a budget for adaptive programs;
- Preparing program evaluations and other related reports;
- Managing and maintaining equipment inventory;
- Participating in outreach to local, state and national organizations related to the adaptive field; and
- Organizing and maintaining registration records for participants in the adaptive programs, community contacts database and volunteer database.

Distinguishing features: The Program Supervisor for this organization is an intermediate-level for the recreational professional. An employee at this level is required to exercise initiative and independent judgment. The Program Supervisor may be required to work evenings, weekends, and holidays to accommodate recreation program activities. The Program Supervisor will be required to drive a truck and pull a trailer for weekly programs and special events. Supervision is received from the Executive Director, who reviews work through observation, conferences, reports, and results achieved.

Knowledge, Skills, and Abilities: Preference will be given to candidates who exhibit the following knowledge, skills and abilities: experience working with people with physical disabilities in a sports setting; knowledge of adaptive opportunities and equipment available for people with physical disabilities; excellent public relations skills; strong oral and written communications skills; planning, organizational, leadership, and problem solving skills; ability to exercise independent judgment and take initiative; computer skills; exceptional ability to work cooperatively with others and create a positive, constructive relationship with staff and general public.

QUALIFICATIONS

Minimum Qualification(s) Required: Graduation from an accredited college or university with a Bachelor's Degree in Recreation or a related field. A minimum of two to three years of part-time experience performing recreation programming job duties is required. Cardiopulmonary Resuscitation (CPR) and First Aid certification is required by the first date of employment.

Special Requirement(s): Must possess a valid Arizona Drivers' License by hire date.

Preferred/Desirable Qualification(s): Certification by the National Council for Therapeutic Recreation Certification (NCTRC) or the National Recreation and Parks Association (NRPA). Membership in the Arizona State Therapeutic Recreation Association (ASTRA) or Arizona Parks and Recreation Association (APRA) is preferred. Experience in the field of adaptive recreation is preferred.

Please direct questions to board@arizonadisabledsports.com

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