



Job Description: Programs Coordinator

REPORTS TO: Sr. Program Manager

The Organization

The Challenged Athletes Foundation® (CAF) is a world leader in helping individuals with physical challenges get involved and stay involved in sports and fitness. CAF believes that participation in sports at any level increases self-esteem, encourages independence, and enhances quality of life. Celebrating our 25th Anniversary, more than \$100 million has been raised and over 25,000 funding requests from challenged athletes in all 50 states and 70 countries have been satisfied. Additionally, CAF's outreach efforts impact another 60,000 individuals each year. The CAF is headquartered in San Diego with regional offices in New York City, New York, San Francisco, California and Boise, Idaho.

This is a full-time, exempt position.

Position Overview

Working under the leadership of the CAF Team, this Programs Coordinator will assist the Senior Program Manager in development of CAF High School Adaptive Sports Program, identify and develop relationships with local stakeholders in California, starting with NorCal and San Diego to promote and support the program and support additional programs department activities as needed.

Essential Duties and Responsibilities

CAF High School Adaptive Sports Program (HSASP)

- Collaborate with Sr. Program Mgr. to develop curriculum/policies and procedures for the HSASP.
- Identify and secure locations for CAF HSASP clinics and practice sessions; ensure complete documentation, payment for facilities, and acquisition of insurance for all related activities.
- Find and acquire sport and adaptive equipment as well as storage options for program regions.
- Assist in providing grant opportunities for athletes in the HSASP and coordinate delivery of granted items/funds in a timely manner.
- Plan, promote, and manage single-day clinics with the highest standards. Collaborate with local coaches to execute weekly practices and conduct surveys for continuous improvement.
- Ensure that clinics are properly CAF-branded, including signage, apparel for volunteers/participants, banners, giveaways, etc.
- Seek opportunities to speak to coaches, schools, other stakeholders to promote the program and increase participation.
- *Manage program timelines, track results, ensure synchronization with CAF CRM systems*

CAF Camps & Clinics

- Assist Programs team with CAF camps and clinics such as the Össur Mobility Clinics, CAF Swim Clinics, CAF Paratriathlon and JSF Surf Camps as needed.
- Promote positive and open communications with clinic sponsors
- Support Programs Department with strategy and vision for development and execution of new clinics & camps.
- Execute and coordination of other programs related events such as surf clinics, sponsored competitions & events, and fundraising initiatives.



CAF Grant Program

- Support Programs team with reviewing annual CAF Grant applications under the guidance of the Senior Program Coordinator.
- Assist in other grant program duties as determined by the Grants team.

San Diego Triathlon Challenge (SDTC)

- Help in identification and invitation of new athletes/families to SDTC which may come from other departments
- Complete duties to be assigned throughout SDTC weekend (Thursday – Sunday)
- Assist with implementation of Parade of Athletes and Kids Run
- As needed, support additional elements of the San Diego Triathlon Challenge

Qualifications

College Degree (B.S./B.A.) or higher preferred. Experience working in or knowledge of programs designed to benefit challenged athletes. Must have own transportation, be willing to travel and available to work weekends. CAF primarily operates during the normal business hours for 9:00 a.m. to 5:30 p.m.

Background in track & field and/or high school sports is beneficial. Experience in therapeutic recreation, recreation management, and developing programs for individuals with a physical disability is preferred.

Passion for Helping Challenged Athletes Succeed in Sports: Must have a deep commitment to and experience with creating and implementing programs that build confidence and athletic proficiency. Experience working with different types of disability groups and understanding of their unique requirements is required.

Project Management: Self-motivated and organized, with high-level attention to detail and ability to function with limited support. Prioritization is highly important, along with the ability to manage projects from initiation to completion and delivery with minimal oversight.

Strong Communicator: Strong oral and written skills and ability to speak in public, to the media, or to sponsors is necessary. Professional, friendly and outgoing disposition with a willingness to represent CAF at events required.

Commitment to Quality: Work with colleagues, vendors and partners to maintain highest standards, consistent with CAF's strategy to deliver "Gold Standard" offerings to challenged athletes.

Industry Experience: Knowledge of other disability groups and programs a plus; Passion for and knowledge of sports required.

Organization and Detail Orientation: Project Management skills, organizational skills and ability to prioritize and handle multiple tasks concurrently with responsible follow-through.

Teamwork: Ability to seamlessly work with other Programs and CAF staff a must.

Commitment to Customer Service: Ability to interact in a positive way with and solve problems for CAF's core constituency a must.



Computer Skills: Must be adept at Microsoft Office software programs, PowerPoint or Keynote or similar online presentation tools. Some experience in Photoshop, Illustrator, or InDesign is a plus. Experience working with a CRM system.

Must occasionally lift and/or move up to 25 pounds. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Compensation

All applicants are required to provide their salary requirements when submitting a cover letter and resume to HR@challengedathletes.org. In your cover letter, tell us why you are a great fit for the role and share why. This is an opportunity to let your personality shine through so please write your cover letter in your authentic voice.

CAF offers a competitive compensation package, commensurate with experience. Offer of employment is contingent upon successful background check.