Challenged Athletes Foundation

POSITION TITLE: CAF Development Coach and Program Lead -Idaho
REPORTS TO: CAF Regional Director -Idaho
FLSA STATUS: Exempt / Full Time

Position Summary:

The Development Coach and Program Lead will provide support and assistance to CAF-Idaho in the development of athletes and programs. Sport focus will be on snowsports: paranordic, biathlon and cycling with development of others as identified. This position will be based in Boise, Idaho and will require travel for athlete development and competition.

He/She will support CAF's mission: to provide opportunities and support people with physical challenges so they can pursue active lifestyles through physical fitness and competitive athletics. This will include the ability to multi-task, communicate well and have a good attention to detail. Other desired skills include logistics planning and event execution, compassionate, friendly and warm interpersonal skills to work closely with challenged athletes and their families, and various sports organizations.

Essential Job Functions and Accountabilities

With guidance and work direction from CAF-Idaho:

Athlete Recruitment and Development

- Assist with recruiting new athletes, retaining current and developing all to the level desired by athlete.
- Create relationships with community partners for new athlete acquisition and ongoing athlete development.
- Represent CAF at community, regional and national events. Public speaking as needed.
- Generate positive energy in the adaptive sport community, particularly focusing on paranordic, biathlon, and cycling.
- Educate and provide ongoing support to sport clubs, coaches, and other community sport entities to facilitate successful integration of adaptive athletes into existing team and program structures.
- Provide in person coaching to developing athletes within their sport support network (coaches, instructors, clubs etc.) to ensure they have ongoing access to quality coaching and programming that will support their personal sport goals.

CAF Camps & Clinics/Programs

- Assist Idaho Director and Headquarters' Programs Team with planning, travel coordination, execution and follow-up (including recaps) of all camps and clinics hosted by CAF Idaho.
- Promote positive and open communications with clinic sponsors, adaptive sports organizations and all third parties involved.
- Support CAF Idaho with strategy and vision for development and execution of new clinics & camps.
- Assist with coordination and growth of other program related events such as sponsored competitions, community events, and fundraising initiatives.
- Support the development and execution of the Idaho High School Adaptive Sports Program (HSASP) - mirrored off of CAF's newly launched High School Adaptive Sports Program.

- **CAF -Headquaters Community Weekend/San Diego Triathlon Challenge (SDTC)**
  - Help in identification and invitation of new Idaho athletes/families to attend SDTC weekend. Assist with family travel arrangements and coordination
  - Complete duties to be assigned throughout SDTC weekend (Thursday – Sunday).
  - As needed, support additional elements to execute a positive experience for all attending from Idaho.

Competitive Program Camps/Race Trips:

- Attend regional and national Nordic events in support of regional athlete development and in coordination with U.S. Paralympics Nordic Skiing and U.S. Paralympics Cycling
- Attend U.S. Paralympics Nordic Skiing National Coach Education Seminar
- Host and coach regional para Nordic Coach Education Seminars
- Host and coach regional or national training camps in Nordic skiing, biathlon, and cycling

Minimum Qualifications:

US Ski and Snowboard- Cross Country Level 100 coach certification

Preferred candidates will have College Degree (B.S./B.A.) or higher preferred along with relevant work experience or knowledge of programs designed to benefit challenged athletes (people with permanent physical disabilities).

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. Valid driver's license and ability to drive CAF vehicle.

Must possess excellent communication and writing skills in proper English.

High level of proficiency with MS Word, MS Excel, MS Power Point, Outlook, email communication platforms or similar online communication tools. Ability to quickly learn new software and technology.

Skills, Abilities & Experience

Background in snowsports (particularly para Nordic, biathlon) and adaptive cycling is strongly encouraged. 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.

Function as team player

- To include a respectful and positive attitude, honest work ethic and ability to support the overall goals of CAF.
- To always act as a professional representative of CAF both internally to all staff, volunteers and Board Members and externally to JKAF partner, outside donors, fundraisers, suppliers, volunteers and all third-party constituents.
- To be conscience and detail oriented internally and externally in regard to all work, e-mail correspondence, communications, correspondence, direct mail and any piece of work that has the CAF name associated to it. This

includes thoughtful presentation of the message, correct use of spelling and grammar, no slang, profanity or questionable content.

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.

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

Willing to take Safe Sport certification and other CAF HR training courses as requested.

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