



Challenged Athletes Foundation

POSITION TITLE: Programs Coordinator -Idaho

REPORTS TO: CAF Regional Director -Idaho

FLSA STATUS: Exempt / Full Time

Position Summary:

The Programs Coordinator will provide support and assistance to CAF-Idaho initiative and team working in Boise, Idaho.

This role 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, adaptive sports organizations and other third parties as CAF grows its presence and impact in the state of Idaho.

Essential Job Functions and Accountabilities With guidance and direction from CAF-Idaho and headquarters (HQ) Team:

CAF Camps & Clinics/Programs

- Assist Idaho and HQ 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 HSASP.
- Assist in other duties as needed.

CAF Grant Program

- Support Idaho Director with reviewing annual CAF Grant applications under the guidelines and guidance of the Grants Team at CAF HQ.
- Assist in other grant program duties as determined by the Grants team.

Athlete Recruitment and Outreach

- Assist with enrolling as many new challenged athletes into CAF-Idaho through athlete intake forms and other direct athlete follow-up.
- Welcome new athletes and their families into CAF community and help navigate their journey through programs and events. Document through CRM system.
- Create relationships with community partners for new athlete acquisition.
- Represent CAF at community events, public speaking as needed.
- Generate positive energy in the CAF Idaho community.
- Support the CAF Idaho Advisory Council with coordination of meetings and assisting Director with meeting specific tasks.



CAF -HQ Community Weekend/San Diego Triathlon Challenge (SDTC) in October

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

Minimum Qualifications:

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

Experience in therapeutic recreation, recreation management, and developing programs for individuals with a physical disability is beneficial.

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

- Be respectful and positive attitude, honest work ethic and ability to support the overall goals of CAF.
- 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.
- 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 or required.

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.

Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Learn more about our commitment here: <https://www.challengedathletes.org/diversity-and-inclusion-policy/>

CAF is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.