



Associate Regional Programs Manager – Idaho

REPORTS TO: CAF Regional Director - Idaho

FLSA STATUS: Exempt/Full Time

LOCATION: Must live in the Boise area

Position Summary:

The Associate Regional Programs Manager-Idaho will be a member of CAF's National Programs Department and will contribute to CAF's overall National and Global Program Strategy. Other Regional Programs Managers within the Department operate in San Diego/Southern CA, Northern CA, Idaho, and in the Northeastern USA.

This position's primary focus will be to lead initiatives at the new Idaho Outdoor Fieldhouse (IOFH) and promote Idaho as a destination for adaptive sport and recreation by providing opportunities and support to people with physical challenges so they can pursue active lifestyles through physical fitness, outdoor recreation, and competitive athletics. This will be accomplished by creating and executing an annual calendar of events for the IOFH as well as taking lead on 1/3 of all adaptive sport camps and clinics hosted in Idaho per year.

In addition, this position will include athlete recruitment and community outreach, management of athlete grants, as well as a large role in the planning and execution of annual CAF signature events.

Essential Duties and Responsibilities

CAF Programs/Camps & Clinics

- Assist the Idaho Director with planning, execution, and follow up of all CAF activations that take place in the IOFH.
- Lead the planning of 1/3 of all adaptive sport camps and clinics hosted by CAF-Idaho each year to include recruitment, execution, travel coordination, communication, and follow-up (including recaps).
- Manage volunteer operations for all CAF-Idaho activations
- 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 and camps with special focus on the IOFH.

Athlete Recruitment and Outreach

- Assist with recruiting new athletes and retaining current athletes.
- Welcome new athletes and their families into CAF community and help navigate their journey through programs and events. Document through CRM system.
- Create and maintain relationships with community partners for new athlete acquisition.
- Represent CAF at community, regional, and national events. Public speaking as needed.



- Generate a welcoming environment in the Idaho Outdoor Fieldhouse and positive energy in the adaptive sport community.

CAF Grant Program

- Support Idaho Grants Program by reviewing monthly grant applications, participating in decision making, and communicating with athletes throughout the application process.
- Help coordinate local grant presentations to local challenged athletes.
- Assist in other grant program duties as determined by the Programs Grants team.
- **Role in CAF Signature events including Idaho Mountain Games (IMG) and CAF Community Weekend (CCC)/San Diego Triathlon Challenge (SDTC)**
 - Assist with planning, execution, and follow up of new CAF signature event, IMG.
 - Help in identification and invitation of new Idaho athletes/families to attend SDTC weekend.
 - 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.

General Support of Regional Activities

- Work in CAF's databases and email communication platforms to manage registration, promote activities and track athlete data.
- Support CAF's social media and digital promotion for regional activities.
- Assist with coordination and growth of other program related events such as sponsored competitions, community events, and fundraising initiatives.

Requirements:

- Valid driver's license and ability to drive CAF vehicle.
- Must have own transportation and be willing to travel.
- Available to work evenings and weekends. CAF primarily operates during the normal business hours of 9:00 a.m. to 5:30 p.m.
- Must possess excellent communication and writing skills in proper English.
- Passion for and knowledge of sports required.
- Must occasionally lift and/or move up to 25 pounds.

Experience:

- Experience working with different types of disability groups and understanding of their unique needs is required.
- Relevant work experience and knowledge of creating and implementing programs that build confidence and athletic proficiency.
- College Degree (B.S./B.A.) or higher preferred
- Experience in therapeutic recreation, recreation management and developing programs for individuals with a physical disability is beneficial.



Skills and Competencies

- Passion for Helping Challenged Athletes Succeed in Sports
- High level of proficiency with MS Word, MS Excel, MS Power Point, Outlook, email communication platforms or similar online communication tools. Experience working with a CRM system a plus. Ability to quickly learn new software and technology.
- Function as a valuable team player; maintain a respectful and positive attitude, friendly disposition.
- Ability to act as a professional representative of CAF both internally to all staff, volunteers, Board Members and externally to JKAF partner, outside donors, fundraisers, suppliers, and all third-party constituents.
- Strong oral and written skills and ability to speak in public, to the media, or to sponsors. Detail oriented with all correspondence 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.
- Self-motivated, with an 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.
- Commitment to quality and maintaining the highest standards and customer service consistent with CAF's strategy to deliver "Gold Standard" offerings to challenged athletes.

Compensation

CAF offers a competitive compensation package including generous employer contributions to Health/Dental/Visions insurance, employer paid Basic Life and Long-Term Disability Insurance, 401k match, 10 paid holidays, onsite gym, and more!

All applicants are required to provide:

1. Salary requirements
2. Cover Letter
3. Resume to HR@challengedathletes.org

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.