



Job Title: Program Director

Position Overview: The Program Director oversees all aspects of Maine Adaptive Sports & Recreation (MASR) programming and is in charge of the hiring, management, and evaluation of the entire program staff, including instructors, interns and volunteers. Key responsibilities include oversight of all program operations, resources, customer service, program quality, and risk management. The Program Director develops plans and strategies for future MASR programs, relationships and activities, and maintains partnerships with industry leaders in adaptive sports organizations. This is a senior-level position with direct reports and significant responsibility and accountability.

Maine Adaptive is an equal-opportunity employer and is committed to creating an inclusive organizational environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or Veteran status.

Reports To: Managing Director(s)

Direct Reports: Program Manager, Program Coordinator, Administrative Assistant, Volunteers

Summary of Job Duties:

- **Program Management:**

- Develop and execute the annual Program Plan in accordance with the mission and goals of the organization
- Oversee and manage program expenses and revenue and specific accounts as outlined in the MASR budget
- Oversee significant aspects of the risk management program including Safe Sport policy, program-specific policies, and emergency response plans
- Collaborate with the Managing Director of Operations in managing capital assets including the acquisition and maintenance of program equipment and vehicles
- Oversee scholarship program and program fees
- Develop, facilitate, and maintain written policies and procedures associated with programs and ensure that program activities operate within the policies and procedures of the organization and that program activities comply with all relevant regulations and the highest professional standards
- Monitor and report the effectiveness and financial results of the programs including participant evaluations, volunteer evaluations, participant experience numbers, net program costs and volunteer hours
- Oversee operational needs such as program-related technology, participant and volunteer data management, participant, staff, and volunteer communications
- Oversee, plan and coordinate group activities and special events
- Serve as an instructor at program activities

- **Staff & Volunteer Management:**

- Supervise all program staff including: Program Manager, Program Coordinator, Volunteers
- Oversee the management of the volunteer program including recruitment and retention, training, background checks, evaluations, appreciation and recognition
- Recruit, interview, hire, and supervise well-qualified program staff
- Track staff performance and provide annual performance evaluations and compensation recommendations
- Ensure all staff members and volunteers receive orientation and appropriate training in adaptive recreation, health, and safety protocols, diversity, equity, and inclusion
- Attract and retain a top-performing culturally diverse program staff and actively manage professional development and succession planning

- **Leadership/Vision:**

- Develop and maintain great relationships with program partners
- Conceptualize and develop new and unique programs
- Provide positive senior leadership for the organization and its staff to ensure the highest quality participant and volunteer
- Pursue strategic alliances with nonprofits, businesses, facilities and organizations to further growth of programs
- Foster and maintain a welcoming community inclusive to people with disabilities, people of color, LGBTQ and other historically marginalized populations
- Pursue affiliation or accreditation with adaptive sports, outdoor recreation and disability organizations
- Work effectively with Board committees and the Board of Directors as needed
- Attend MASR board meetings on a regular basis to provide programmatic updates

- **Outreach & Development:**

- Prepare and deliver presentations for public awareness; volunteer recruitment and training and participant/group outreach
- Assist with the development of program marketing campaigns and collateral material
- Work with the Managing Director of Advancement in developing fundraising initiatives and grant proposals to support new and existing programming, capital purchases and scholarship programs

- **Desired Skills/Certifications:**

- Bachelor's degree in a related field of study
- 5+ years of leadership and management experience supervising staff, planning, coordinating and facilitating recreation sport programs
- Experience working with individuals with disabilities
- Education and training in leadership & management
- PSIA/AASI Level I or above adaptive alpine and/or snowboard certification preferred
- Instructor certifications in mountain biking, skiing, cycling, rock climbing, golfing and/or paddling preferred
- Wilderness First Aid certification or higher preferred
- Experience with various technology platforms including Google Suite, Neon CRM, Adobe Suite
- Demonstrated ability to take initiative, think creatively and work collaboratively and independently

- **Essential Job Functions:**

- Excellent written and verbal communication skills
- Excellent interpersonal communication skills
- Ability to participate in and facilitate outdoor recreation activities
- Ability to drive MASR vehicles & trailers
- Ability to get along with others
- Ability to operate under stress when necessary
- Ability to prioritize and execute multiple tasks on or before deadlines and on budget

Pay Rate: \$50,000 - \$60,000 DOE

Status: Exempt, full-time, year-round

Hours: Dependent on program schedule; regular weekend, afternoon, winter holiday season, and evening work required

Benefits Include: QSHERA plan, 401k, generous paid time off policy, prodeals, season ski passes, and more!