



All Out Adventures
outdoor recreation for people of all abilities

297 Pleasant St., Northampton, MA 01060 • (413) 584-2052 (tel) • (413) 584-2819 (fax)
www.alloutadventures.org • info@alloutadventures.org

Job Title: Program Leader

Program Leaders work in partnership with Program Assistants, Program Coordinators, and Volunteers to operate participant-focused, high-quality outdoor recreation experiences to people of all ages and all abilities. Program leaders are responsible for holding the “big picture” of each program day and ensuring that programs are operated in accordance with program and organizational protocols. Program Leaders conduct themselves in a professional manner in all interactions with program participants, other staff, vendors, and the general public, recognizing that they represent the organization while working.

Schedule

- June through August or September (seasonal end date is flexible); 8 mandatory staff training days during the month of June
- 30 – 37.5 Hours per week, must be available both weekdays and Saturdays

Responsibilities

- Facilitate high quality, participant-focused outdoor recreation programs in accordance with funder priorities and organizational protocols
- Use a variety of methods and progressions to teach kayaking, canoeing, and cycling skills to program participants, who will include people of all ages with disabilities, seniors, and veterans
- Learn and implement program and risk management protocols, such as medical incident response, and kayak, canoe, and SUP rescues
- Maintain a professional and welcoming program atmosphere, in accordance with established program guidelines
- Provide supervision and delegate tasks to Program Assistants and Volunteers
- Complete written reports about each program, including an accurate attendance list, fee collection, and liability waivers
- Drive AOA van and trailer from Northampton to program locations throughout Massachusetts (training provided)



We promote health, community and independence for people with disabilities and their family and friends through outdoor recreation.



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Qualifications

- Current First Aid/CPR certification at a minimum; Wilderness First Aid or above preferred
- Demonstrated ability to teach beginner to intermediate level skills in the following areas:
 - Paddling (kayak, canoe, SUP);
 - **American Canoe Association instructor certification in one paddling discipline required:** Level 1 at a minimum; Level 2 or above strongly preferred (certification must be obtained by July 1)
 - Cycling
 - Hiking
- Ability to work long days outdoors in heat, sun, and other summer conditions, as well as driving as much as 2 hours each way to and from program location
- Comfort collaborating with and interacting with people of all ages and all abilities
- Experience in a leadership capacity
- Ability to lift and carry program gear, including kayaks, paddle boards, and adaptive cycles
- Strong written and verbal communication skills
- Additional skills highly desirable, including: computer skills, demonstrated facilitation experience, event planning, fundraising, etc.

To Apply

Send a resume and cover letter detailing your experience and interest to Executive Director Karen Foster at: kfoster@alloutadventures.org. Applications accepted until position is filled.



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