



## **JOB ANNOUNCEMENT PROGRAM COORDINATOR**

---

### *About the Organization*

A non-profit organization, Achieve Tahoe leads the way in providing adaptive sports and outdoor recreation for people with disabilities and their families. Achieve Tahoe remains dedicated to the belief that sports are a vital part of the process in which individuals with disabilities build health, confidence, and independence. Its programs instill in participants the knowledge that it's not their disabilities, but their abilities that count. Participants will tell you with pride, "If I can do this, I can do anything."<sup>SM</sup>

Based at Palisades Tahoe at Alpine Meadows in North Lake Tahoe, CA, Achieve Tahoe serves over 700 individuals annually. A team of committed and experienced professionals lead over 200 active and dedicated volunteers and interns. By joining this experienced team, a Program Coordinator will capitalize on Achieve Tahoe's mission and financial success by coordinating a dynamic team of volunteers and interns.

### *About the Position*

Under general supervision, coordinates sports and outdoor recreation programs for people with disabilities. Programs may include, snowsports, water skiing, climbing, hiking, archery, equestrian, sailing, paddle sports, and multi-day "camps."

Primary duties include:

- Develop, plan, schedule, present, and evaluate Achieve Tahoe programs.
- Train, schedule and supervise program volunteers and interns for the Achieve Tahoe winter and summer programs.
- Assist the Program Director to develop and manage program plans and budgets.
- Assist in the acquisition of funding and equipment to support Achieve Tahoe programs.
- Conduct and coordinate the following: participant registration, program set-up and clean-up, equipment transport, equipment maintenance, student assessment, instruction and program delivery, lesson scheduling, and daily supervision of volunteers and seasonal staff.
- Conduct clinics and teach lessons as necessary.
- Acquire and maintain sport and safety certifications required for programs offered by Achieve Tahoe.
- Assist management staff to conduct public relations, outreach, and events.
- Comply with and enforce all Achieve Tahoe policies.
- Represent Achieve Tahoe in a positive and professional manner.
- Other duties as assigned by the Program Director.

**"If I Can Do This, I Can Do Anything!"<sup>sm</sup>**

Tel: 530.581.4161 | Fax: 530.999.2245 | P.O. Box 8339, Truckee, CA 96162 | [www.AchieveTahoe.org](http://www.AchieveTahoe.org)  
Physical Address: 2680 Alpine Meadows Road, Alpine Meadows, CA 96146



**Requirements for the Program Coordinator** include completion of High School, or equivalent; at least one year of experience teaching or related leadership experience; and possess, or have the ability to acquire, a valid driver's license.

**The ideal Program Coordinator** will have several years' experience instructing people with disabilities in a variety of sports and outdoor recreation, specifically in archery, climbing, hiking and snowsports, as well as possess certifications to instruct in some, or all, of these activities.

**The ideal Program Coordinator will have the knowledge, skills, and ability to:**

- Thorough knowledge of disabilities.
- Knowledge of general supervision techniques.
- Ability to prioritize work responsibilities and work independently for hours at a time.
- Ability to engage with, gain the respect and cooperation of, and effectively and professionally communicate verbally and in writing with volunteers and interns, staff and external constituents.
- Ability to make engaging presentations to groups.
- Ability to coordinate, supervise and motivate volunteers and participants.
- Knowledge of teaching techniques for sports offered by Achieve Tahoe.
- Knowledge of advanced adaptive instructional techniques.
- Ability to ski at PSIA level II, Alpine.
- Skill and ability to transfer students safely and repeatedly to and from adaptive equipment, or to instruct a volunteer in same.
- Ability to work outdoors at altitude under cold winter, or hot summer conditions.
- Ability to use Microsoft 365 applications as well as other online tools.

**Compensation** pay range starts at \$23 - \$26 per hour, commensurate with education and experience. Health insurance, paid time off, and other benefits included.

**Work Schedule** is full-time, year-round. The work week will include weekends seasonally.

**To apply**, please submit a cover letter, resume and Achieve Tahoe employment application to: Cindy Smith, Administrative Director; [Cindy@AchieveTahoe.org](mailto:Cindy@AchieveTahoe.org)

For more information, go to [www.AchieveTahoe.org](http://www.AchieveTahoe.org).

**The position is available immediately and will remain open until filled.**

*Achieve Tahoe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

**"If I Can Do This, I Can Do Anything!"<sup>sm</sup>**

Tel: 530.581.4161 | Fax: 530.999.2245 | P.O. Box 8339, Truckee, CA 96162 | [www.AchieveTahoe.org](http://www.AchieveTahoe.org)  
Physical Address: 2680 Alpine Meadows Road, Alpine Meadows, CA 96146