

THE CENTER FOR INDIVIDUALS WITH PHYSICAL CHALLENGES POSITION DESCRIPTION

POSITION: Adaptive Sports/Paralympic Sport Club Coordinator

MINIMUM REQUIREMENTS:

- BS in Therapeutic Recreation, Exercise Science & Physiology or related field
- Two years experience working with individuals with physical disabilities
- Knowledge and experience working with recreational and competitive sports/adaptive sport programs
- CPR and First Aid/AED certification

REPORTS TO: Director of Programs and Volunteer Services

GENERAL PURPOSE: To ensure the Adaptive Sports/Paralympic Sport Club services and programs of The Center further the achievement of the agency's purpose and goals and are congruent with the values of the agency; to ensure programs meet quality standards established by the Board of Directors, Executive Director and Program Director, as well as by regulatory agencies; to ensure program planning and development occur to anticipate emerging needs of individuals with physical disabilities.

ESSENTIAL JOB FUNCTIONS:

- Design and implement a high-quality, high-interest curriculum that teaches Members the skills they need to participate in adaptive sports through our Paralympic Sport Club, with the goal to improve their general health, fitness, and stamina; increase their physical and psychosocial ability to recover from or adapt to a physical disability; and learn leisure and recreation skills to enhance the quality of their lives.
- Adapt curriculum offerings to ensure individuals of all levels of age, ability/disability, and income levels can enrich their lives, improve their independent functioning, and participate in the life of the community to the greatest extent possible.
- In conjunction with the Director of Programs and Volunteer Services, develop and coordinate the program schedule with various staff members to ensure delivery of services and guarantee adequate emergency coverage; recognizing that in the event a staff person is absent, this position serves as primary coverage
- Implement agency policies within programs.
- Administer programs within established budgets.
- Assist with funding proposals and reports as requested.
- Demonstrate professional behavior in working cooperatively as part of a team, initiating ongoing professional learning and skill enhancement, generating ideas for new and enhanced programming, and maintaining client confidentiality.
- Accept responsibility for supervision of Members in assigned classes and activities.
- Participate in agency public relations and fundraising as requested by the Executive Director.
- Accept a flexible work schedule requiring evening and weekend hours.
- Transfer Members as needed and assist with personal care as requested.
- Develop mechanisms for on-going program development, incorporating current research, adaptive technology and new learning models and demonstration projects to ensure that The Center continues to meet emerging community needs for individuals with physical disabilities.
- Maintain professional affiliation in organizations that support the role of Adaptive Sports and Paralympic Sport Club Coordinator
- Coordinate and supervise volunteers and student interns as assigned
- Assist with communication and outreach to stimulate Center membership recruitment and promotion of the Adaptive Sports program, specifically as it relates to grant/funding requirements.
- Assume other duties as assigned.

PHYSICAL REQUIREMENTS:

- Move & lift a minimum of 20 lbs from a shelf at eye level.

- Hold active kneeling/squatting/ or lowered position to floor for at least 3 minutes.
- Lift & transport a minimum of 20 lbs as needed.
- Be able to remain active & move about designated area for a minimum of 2 hours duration.
- Be able to assist with client transfers as needed.
- Demonstrate stamina to tolerate an active 8 hour day and extended hours as needed.

This is a full-time, exempt, salaried position with full benefits.

To be considered, please submit a cover letter (with desired salary range) and resume to Margie Crossno at mcrossno@tulsacenter.org, fax to (918) 584-8646 or mail to 815 S Utica Ave, Tulsa OK 74104.