



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

Program Leader

Program Leaders are responsible for operating our adaptive recreation programs in accordance with organizational guidelines and values. They are responsible for overseeing Program Assistants and volunteers in the field, and creating an inclusive atmosphere where people of all ages, backgrounds, and abilities feel included and a sense of belonging.

Successful candidates will be comfortable working collaboratively as a member of a small team, under the direction of the organization's directors and more experienced Program Leaders. Our programs are often a fast-paced environment where we are juggling multiple priorities. We place a high value on our relationships with each other, program participants, and our community. Successful candidates will have a strong desire to make a difference in the lives of people with disabilities, seniors, and veterans, a willingness to pitch in and help co-workers and the organization as needed, a sense of humor, and an ability to flex to meet the needs of the program when the day isn't going according to plan.

This is a part time, hourly position, with most work available from January through October each year. Most of our program staff are also working part time elsewhere or juggling family and school commitments with our program schedule. We create our staffing schedule seasonally and well in advance so staff can plan around other commitments.



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Program Leader Responsibilities:

- Drive our cycling box truck or our organization's minivan and box trailer with other staff and gear from our Northampton, MA office to various program locations
- Accurately follow program checklist to bring the required gear to programs
- Accurately complete program paperwork, including session reports, packing lists, legible sign-in sheets, participant fee accounting, and waivers
- Maintain a professional and welcoming program base area
- Provide supervision and oversight to Program Assistants and volunteers
- Confidently implement all program protocols, including:
 - Missing person
 - Medical emergency
 - Other incident response
 - Proper use of safety equipment such as helmets, life jackets, etc.
 - Kayak, canoe, SUP rescues
- Assist program participants with transfers into and out of equipment
- Meet program participants where they are at in their learning of each activity

Program Leader Requirements:

- Demonstrated leadership ability
- Strong communication skills
- Ability to take and integrate feedback
- A strong personal desire to make the outdoors accessible to those with disabilities, seniors, and veterans
- Personal competence and experience in multiple program areas
 - Ability to obtain the following certifications
 - 1st Aid/CPR (prior to beginning work)
 - **American Canoe Association Kayak, Canoe, or SUP Instructor high desirable** (by July 1, 2025). A strong paddling background and ability to pass our internal Trip Leader Assessment in June of 2025 may be substituted for the certification.
 - Other relevant certifications, such as Wilderness First Aid or Responder, ski instructor, etc. are highly desirable
- Valid Massachusetts driver's license and clean driving record



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Physical Requirements:

- Ability to work long days outdoors, including in direct sun, in temperatures ranging from 10 degrees in the winter to the upper 90s in the summer
- Ability to bike, paddle, hike, snowshoe, etc. for up to 6 hours in a day
- Ability to drive and/or ride as a passenger up to 3 hours each way to a program in our vehicles
- Ability to lift 50 pounds

Compensation

- This position is compensated hourly, in the range of \$21 - \$29/hour depending on background, experience, and certifications

Additional Opportunities

- Candidates with additional skill sets, beyond program leadership, may have the option of taking on additional hourly work to support the organization. Skills or experience in the following are especially relevant:
 - Bicycle mechanics and/or sales
 - Website building and maintenance
 - Graphic and written communications
 - Event planning and management

To Apply

We welcome and encourage applications from people of all backgrounds. Please email your resume and cover letter to executive director Karen Foster, at jobs@alloutadventures.org.



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