



Program Coordinator

Waypoint Adventure Massachusetts

Organization:

Since 2010 Waypoint Adventure, a non-profit educational organization, has challenged people with disabilities to discover their purpose, talents, and strengths. Through tailored adventures like hiking, cycling, rock climbing, ropes courses, and kayaking, Waypoint creates the setting for real challenges to be faced, a welcoming community to be fostered, and growth to occur. Waypoint Adventure is here to free what's possible in the lives of people with disabilities. Where "I can't" becomes "Yes, I can"!

Our Core Values:

Waypoint is committed to an inclusive environment and experience for all participants, staff and volunteers. We count on our staff to embody our core values of teamwork, inclusion, authenticity, passion, challenge, learning, and adventure.

Position Summary:

The Program Coordinator is a full-time position that reports to the Education and Program Directors, and is responsible for developing, coordinating, and running all aspects of Waypoint Adventure's programming. Some programs take place on weekends and/or evenings.

The job of the Program Coordinator (PC) is multifaceted. From the day-to-day work and throughout the year, the PC wears many different hats. It is integral to the job to be well organized, flexible, and creative. The PC is a trip leader/facilitator, event planner, educator, curriculum writer, trainer, and coach. This makes the job ever changing and never boring. No matter which hat the PC is wearing, their job is to look out for the best interest of participants and to stay true to the mission of Waypoint Adventure. Along with the entire staff, the PC is continually working to move Waypoint toward a sustainable future as a leader in accessible, transformational, and experiential adventure education.

Skill Set:

- Experience and comfort working with people with varying levels of cognitive and physical disability.
- Technical skills necessary to manage risk on each of Waypoint's program types.
- Program facilitation experience to be able to frame programs to meet individual and group goals.
- An understanding of working within the dynamics of a Special Education department/system and/or the dynamics of social service agencies and group homes. Much of Waypoint's programming consists of partnerships with schools, social service agencies, and group homes where sensitivity to teachers, students, parents, staff, and administrators is necessary.

Desired Qualities:

A successful Program Coordinator (PC) will be, first and foremost, passionate about the mission of Waypoint. They will firmly believe that the power of adventure experiences can create positive change in individuals and groups and will continually champion this belief.

The candidate will have an outgoing nature and a desire to obtain and strengthen relationships with people, recognizing that this is the core of our work. They should be warm, inviting, trustworthy, flexible, able to accept critique, and have excellent written and verbal communication skills (both in person and over the phone). They should be able to ask for clarification and/or assistance from co-workers to ensure the best possible outcomes. When working with participants, they should be able to gracefully strike a balance between patience and the high expectations necessary to bring out the best in people – having the courage to push people out of their comfort zones, but the knowledge and experience to know when to hold back.

Key Responsibilities:Program Leadership:

- Design program lessons and itineraries in alignment with group and individual participant goals.
- Act as lead trip facilitator in collaboration with other staff and solo when appropriate.
- Perform all technical aspects of Waypoint programming as outlined in the Program Manual (anchor building, rescue techniques, teaching universally designed lessons, etc.).
- Understand and follow all of Waypoint's policies and procedures.
- Increase program effectiveness through implementation of new and cutting-edge forms of adaptive accommodations and supports for people with physical and cognitive disabilities.

Program Coordination:

- Coordinate program site and group logistics prior to each program.
- Execute the program close-out process at the end of each program.
- Appreciate and thank site/venue hosts, group contacts, volunteers and participants in a meaningful way.
- Represent Waypoint at various events, fairs, or conferences throughout the year that seek to inform the community of opportunities for people with disabilities or volunteers.

Work Experience and Education:

- 3 or more years of experience in the outdoor adventure, experiential learning, special education, or disability field (or any similar combination of education and experience).
- Experience leading groups and/or projects is preferred.
- Experience with the following a plus: leading cycling and/or canoe programs; experience working with people with spinal cord injuries.
- Strong proficiency working with Microsoft Office suite and other productivity applications and program registration/reporting software.

- Bachelor's or associate degree, or similar combination of education and experience.

Certification Requirements:

- The PC should have, or be willing to acquire, a Wilderness First Aid and CPR certification prior to, or soon after, starting position.
- Other desirable certifications include: teaching certifications, OT, PT, SLP or outdoor certification such as PCIA, ACA, AMGA, ACCT, WFR, etc.

Work Environment and Physical Requirements:

- Ability to participate in moderate to vigorous physical activity including but not limited to hiking, swimming, rock climbing, kayaking, and backpacking.
- Ability to lift and move a minimum of 30-40 pounds.
- Ability to sit at a desk or computer 50% of workweek or greater.

Location:

- Work will be done out of the Waypoint Adventure office in Lexington, MA, and at Waypoint adventure sites throughout Greater Boston and New England.
- Availability for some evening and weekend program support required.
- Applicant must be able to commute to and from the office and program locations.

Compensation:

- \$40k-\$50k salary range.
- Full time benefits include health, dental, and disability insurance, vacation and sick time, 401k plan (*after 1 year*).
- \$500 gear stipend for equipment to be used on programming.

Start Date:

- April/May 2024

To Apply:

- Send resume and a detailed cover letter to hr@waypointadventure.org
- While applications will be accepted until the position is filled, applications received by April 8th, 2024 will receive first priority.

Equal Opportunity:

Waypoint Adventure is committed to the principles of equal opportunity and to creating an inclusive organizational environment.

Qualified applicants are considered for employment without regard to age, race, color, religion, sex, sexual orientation, national origin, disability, or any other protected characteristic.

Individuals with the personal lens of living with a disability and/or experience working with individuals that have disabilities are strongly encouraged to apply. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (email hr@waypointadventure.org).