

**San Diego Adaptive Sports Foundation  
Job Announcement**

**Job Title:** Executive Program Director  
**Classification:** Part Time  
**Reports to:** San Diego Adaptive Sports Foundation President of the Board  
**Salary:** Based on Education and Related Experience – please send salary requirements

San Diego Adaptive Sports Foundation is seeking a part time Executive Program Director to organize and implement a variety of adaptive sports programming for persons with physical disabilities in San Diego, California.

The San Diego Adaptive Sports Foundation (SDASF) is a 501(c)3 non-profit agency dedicated to improving the quality of life for children and adults with physical disabilities through sports and recreation

The Executive Program Director will work in close cooperation with the Executive Business Director (EBD) and will work directly under the President of the Board of Directors.

The candidate will be responsible for organizing and implementing adaptive sports opportunities for children and adults, including service men and women who have sustained a permanent physical disability. The candidate will be responsible for program planning, training and implementation. Duties will include participant and volunteer outreach and training, budget development and management, team travel and cooperate with EBD in grant writing, reports, fundraising and marketing.

The preferred candidate must possess and have demonstrated strong leadership, communication, coordination and initiation skills. The candidate must be a self starter and be able to work independently. The programs that the position will be responsible for will include, but will not be limited to adaptive basketball, football, rugby, golf, handcycling, archery, kayaking, outrigger canoe, etc. Activities are offered throughout the week, on some week nights and weekends.

**Required Abilities and Skills:**

- Strong leadership, communication, coordination abilities
- Demonstrates strong initiation skills and be a self starter.
- Requires minimal supervision to complete assignments successfully
- Demonstrates superior communication skills at all levels
- Demonstrates superior people skills including interpersonal skills
- Displays the ability to collaborate effectively with volunteers, staff, community representatives and sponsors
- Displays the ability to delegate duties to volunteers as required

- Must demonstrate a complete understanding and knowledge of the physically disabled population, i.e. spinal cord injury, spina bifida, cerebral palsy, muscular dystrophy and other orthopedic and neurological impairments.
- Displays a thorough knowledge of various behavioral and mental health conditions including post traumatic stress disorder, bipolar, depression and other related diagnoses.
- Have current CPR/First Aide Card

**Qualifications:**

- A four year degree in recreation therapy, recreation administration, adaptive physical education, kinesiology, sports management or other related field.
- A minimum of 2 years experience working with the physically disabled population in a community recreation setting, education institution or physical rehabilitation center.
- A minimum of 2 years experience in planning and implementing adaptive sports programming in the community, education institution or in a rehabilitation center.
- The candidate must demonstrate a thorough understanding of the therapeutic recreation processes and documentation as it relates to: completing individual assessments; identifying barriers to leisure involvement; writing program goals/objectives and program evaluation.

For consideration, please submit your resume along with a cover letter to:

Al Kovach, Jr., President  
San Diego Adaptive Sports Foundation  
P.O. Box 153792  
San Diego, CA 92195  
alkovachjr@yahoo.com  
Office: 619-336-1806  
Fax: 619-336-9809

To learn more about San Diego Adaptive Sports Foundation visit our website at [www.sdASF.org](http://www.sdASF.org).

Applications will be accepted until the position is filled.

San Diego Adaptive Sports Foundation is an equal opportunity employer.