



Program Manager (Full- Time, Salaried)

About Great Lakes Adaptive Sports Association

Great Lakes Adaptive Sports Association (GLASA) strives to “Let No One Sit on the Sidelines” and operates with a mission to promote and support the development and well-being of physically disabled youth, adults and veterans by providing inclusive recreation, fitness and competitive adaptive and Paralympic sports activities. GLASA also offers opportunities for empowerment through education, leadership and training in collaboration with community-based organizations.

To learn more about Great Lakes Adaptive Sports Association. please visit: <https://www.glasa.org/>

The Opportunity

GLASA is seeking a Program Manager to ensure GLASA’s adaptive recreation and Paralympic sports programs, and wellness activities are of the utmost quality and value to athletes who have a physical or visual disability.

Key responsibilities include:

- Plan, implement and evaluate GLASA’s adaptive sports, recreation and wellness activities including weekly programs, injured military programming, clinics, and competitions. Larger programs will have shared responsibility with another Program full-time staff member.
- Provide coaching and instruction to programs and clinics as needed
- Work closely with national governing bodies and other sports organizations to ensure compliance in programming
- Work with Program Operations Manager to coordinate team and individual travel for GLASA teams and athletes
- Work collaboratively with the program staff to support and recruit coaches as needed
- Assist in preparing and monitoring budget for programs
- Recruit, supervise and evaluate interns
- Provide on-going communication with staff members, athletes and family members to ensure success in all areas
- Work with athletes on adaptive equipment fittings, ordering equipment and making modifications as needed
- Report prudent programming statistics to GLASA staff as needed for grants, donors, etc.
- Maintain SafeSport and other certifications for coaches and staff as required

- Ensure that equipment is loaded into van/trailer and transported to weekly programs and other GLASA events or be able to schedule volunteers to help assist
- Provide support as needed for special events, programs and competitions
- Promote GLASA's programs, competitions and special events through outreach, promotional events and community engagement opportunities to recruit new athletes and share GLASA's mission
- Ensure a safe environment for all assigned programs
- Provide direction, supervision and support to volunteers, part-time staff and coaches

Qualifications

- Bachelor's degree from an accredited college or university preferably in Kinesiology, Adaptive Physical Education, Sports Management, Exercise Physiology, Therapeutic Recreation or related degree
- Minimum of one year of coaching, leadership and programming experience required
- Strong computer skills, including experience with Office products
- Must be available to work evenings and weekends as needed for weekly programs, competitions and special events
- Strong organizational skills and ability to work successfully both with a team and independently
- Strong passion to support adaptive and Paralympic sports both live and virtually
- Ability to travel to regional and national competitions

Salary commensurate with experience and education. Benefits include health insurance, paid time off, company cell phone. 403b retirement plan available. A relocation stipend is available if moving from outside a 50-mile radius.

GLASA is an Equal Opportunity Employer. Personnel selected on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

To apply for this position, please send a resume and cover letter to info@glasa.org.
No recruiters please.