



Adaptive Program Coordinator Job Description

Located in Milwaukee County, Wisconsin, The Ability Center has led the transformation for inclusive recreation in greater Milwaukee, and is quickly being recognized as the nation's thought leader for adaptive recreation and play opportunities for people of ALL abilities.

Mission to provide people impacted by disabilities with a daily opportunity to be fit, active, healthy, and to play.

Vision to build communities where all abilities are provided a universal opportunity for health, wellness and recreation.

Goal to provide a higher quality of life for people of all abilities by transforming greater Milwaukee into the most universally inclusive recreation destination in the world.

Values Inclusion. Collaboration. Partnership. Family. Community.

Job Description

The Adaptive Program Coordinator will support all gym and recreational programming for The Ability Center.

- **ASAP: Adaptive Scholastic Athletic Program** is our school-based, inclusive education program that hosts disability awareness assemblies and inclusive physical education classes. We teach students, educators, and administrators by putting them in "a different pair of shoes" and that regardless of "ABILITY" — everybody is capable.
- **Open Gym** partners with community-based nonprofits, and parks and recreation departments, to provide an opportunity for people of all abilities to play *together* in an inclusive, non-competitive, friendly environment where your friends, family, peers and/or colleagues can join you to play in a "Different Pair of Shoes."
- **3v3 Wheelchair Basketball** hosts two seasons, Spring and Fall with Wauwatosa Recreation. It's an opportunity for able-bodied and disabled to come together for friendly competition during each 8-10-week season.
- **RampUp** Through community collaboration, RampUp designs, builds and/or implements universally inclusive recreational opportunities and continues to empower those with disabilities through accessibility.
- The **Wisconsin Thunder** is an opportunity for people with mobility impairments to stay in the game. From amputees to spinal cord injuries, wheelchair users to ambulatory limitations — the Wisconsin Thunder is a wheelchair basketball program for adults, ages 19 and up. TAC is the sponsor and manager of the Wisconsin Thunder and provides the following support: schedules tournaments, manages registrations, assists in athlete development, hosts team practices, and more in the NWBA and the NAWBL.

Essential Duties

ASAP, Open Gym, and RampUp

- Work with the Programming staff to manage current relationships and continually identify new relationships and locations for programming and community events.
- Network and seek out leads for ASAP programming in schools and community organizations
- Schedule and lead planning sessions with schools/organizations to ensure pre-program, day-of, and post-program runs smoothly
- Be present at Open Gym and other events ensuring participants are checked-in, waivers are signed, and ensuring participants feel welcome, wanted, and comfortable.
- Comfortable leading and organizing kids and adults in adaptive games and play
- Ensure timely arrival and management of unloading and reloading equipment for all events. Lead activities and sports with participants and ensure games are initiated and well-run.

- Lead programs and events approximately 5-7 times per month. As the program and locations grow, required attendance may increase.
 - Open Gym and RampUp events tend to be in Milwaukee County and 2-4 hours in length
 - ASAP events may require overnight stays occasionally
- Continually work towards identifying new ways to improve processes, while ensuring best-in-class experiences are not compromised.
- Broaden program reach to those affected by disabilities in Greater Milwaukee by working towards continued growth of the program, and increased attendance. Research and recruit from PT/OT offices, rehabilitation centers, veteran's groups, spinal cord injury facilities, etc.

3v3 Wheelchair Basketball

- Recruit 12-16 teams per season. Ensure all paperwork is completed prior to the seasons.
- Set schedules, manage game results, brackets, and continuous communication with teams to ensure a seamless communication experience for all participants.
- Work towards continued growth of the program by focusing on expansion of the number of teams each year, and developing an applicable team/league structure that suits recreational and competitive desires of participants.
- Lead all games, manage the teams, participants and the league – to ensure parity across play.

Wisconsin Thunder

- Provide support to the Executive Director as needed. Support may include: scheduling tournaments, managing registration, assisting in athlete development, support team practices, travel, etc.

General Responsibilities

- Identify and attend community outreach events on a monthly basis.
- Manage, maintain, and order inventory of adaptive and sports equipment.
- Manage and maintain storage facilities, which may include snow removal.

Professional Qualifications and Experience:

- Associate or Bachelor's degree or related experience. Knowledge and experience with Adaptive Recreation and Fitness is a plus.
- Minimum of 2-4 years of experience in program development, management and execution.
- Minimum of 2 years of experience working or volunteering with a diverse population of adults and children, in a nonprofit setting.
- Willing to work a flexible schedule of morning, afternoon, and occasional evening and weekend hours.
- Proficient use and understanding of Google: Drive, Docs, Sheets, and Slides

The Ideal Candidate: is either a Physical Education Teacher with an Adaptive Specialty or Certification or an energetic and enthusiastic Rec Therapist with a focus in, or experience with, adaptive sports.

The type of person that will really succeed in this role will have:

- Passion, empathy, and openness to people with disabilities.
- Tremendous organizational skills and attention to details.
- The ability to work independently, reliably, and often with little supervision.
- Great communication and interpersonal skills: both verbal and written.
- A commitment to TAC's mission – you will be an enthusiastic brand ambassador and advocate for TAC and people with disabilities everywhere.

Additional information:

- Travel required
- A valid drivers license set is required
- Lifting in excess of 30 lbs is required
- The ability to tow/transport a trailer preferred (Toyota Tacoma company vehicle available for use)
- The capacity to work some evenings and weekends

This is a unique opportunity to join a growing organization that is making a profound impact for people with disabilities and their families within the Greater Milwaukee Community.

An Equal Opportunity Employer – *The Ability Center is an equal opportunity employer. We strongly encourage all qualified applicants to apply without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability, marital or veteran status.*

Start Date: August 1

Salary Range: Full-time, \$50,000-\$55,000 (commensurate with experience)

Benefits: health, dental and vision, life and long-term disability insurance, employee assistance program, holidays and PTO.

Workplace: Hybrid; Office space located at 3333 N Mayfair Rd, Wauwatosa, WI.

How to Apply: Candidates should submit their resume, cover letter, three professional references in ONE pdf to:
Courtney Rogaczewski, Managing Director at courtney@tacwi.org.