



Higher Ground Job Description

Current as of: May 2025

Position Title	Adaptive Sports Administrative Manager
FLSA Status	Exempt
Administrative Workweek	Sunday - Saturday (0001-2400)
Reports To	Director of Adaptive Sports
Compensation	Salary \$64,500 Plus Benefits

Higher Ground USA, Inc. (HG) is a 501(c)3 organization aimed at bridging the gap between disability and belonging. We serve people with disabilities, as well as veterans and first responders facing trauma-related challenges. HG's mission is to enhance quality of life through therapeutic recreation and education.

The HG Adaptive Sports program implements recreational therapy programs to serve individuals with permanent disabilities that limit daily life activities. Our approach to intervention seeks to promote community reintegration, self-efficacy, self-regulation, leisure education, and skill progression.

Reporting to the Adaptive Sports Program Director, the Adaptive Sports Administrative Manager owns the administrative tasks required to keep programs operating smoothly. The Adaptive Sports Administrative Manager works on an interdisciplinary team that provides Recreational Therapy services and adaptive sports instruction for our local community in Sun Valley and those visiting the area.

Core Responsibilities and Duties

- Work competently and cooperatively on an interdisciplinary team of professionals to fulfill program/client goals, objectives and desired outcomes through the delivery of Recreational Therapy services
- Communicate requests for Recreational Therapy services and educate community members of the programs provided by Higher Ground
- Collect and interpret data from participant program hours and program evaluation results for reporting purposes
- Serve as a primary point of contact for adaptive sports activities
 - Monitor multiple front desk locations

The above statements are intended to describe the general nature of work performed by the employee in this job.

- Facilitate communication of programs and events to participants and volunteers
- Maintain database registrations and program communications
- Maintain current inventory of desk supplies and needs related to front desk operations
- Create social media content and contribute to marketing materials for the Adaptive Sports Program
- Maintain and uphold the core mission of Higher Ground: enhancing quality of life through therapeutic recreation and education
- Maintain and uphold the five core values of Higher Ground in all aspects of performing job duties: passion, innovation, service, integrity and teamwork

Specified

- Lead and facilitate seasonal part time front desk training (summer and winter)
- Assist in registration of all Higher Ground Participants and program within database
- Hire, interview, onboard and train part time front desk staff
- Collaborate with marketing team on needs for social media
- Work with the Adaptive Team to provide follow up evaluations for all participants
- Supervise seasonal part time front desk staff
- Work closely with the volunteer manager and program manager to ensure the best possible instructor/student/volunteer pairing

Implied

- Participate in scheduled staff and program meetings
- Conduct staff coordination to ensure that logistical “pieces” fit together in an integrated whole
- Disseminate operating procedure for the front desk
- Assist with programs as needed
- Coverage of the Higher Ground Office Front Desk as needed
- Participate in organization-wide programs, staff retreats, community outreach, and fundraising efforts
- Submit all receipts within one week of respective purchases, or end of month, whichever is sooner

Minimum Qualifications

- Possess a 4-year degree from a recognized institution of higher learning
- Knowledge of disability community and the Therapeutic Recreation Specialist (CTRS) preferred
- Communication skills and knowledge of disability to assist with program fill
- Possess a valid driver’s license and clean driving record

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- Pass all drug/alcohol/medical screenings and State/National background checks
- Skilled in Excel and other Microsoft 365 applications and Canva

Preferred Skills/Abilities

- Computer and technology skills
- Organizational skills
- Experience training and presenting to staff and volunteers
- Professional experience serving adults and children with permanent disabilities
- Disability awareness/ADA guidelines
- Self-direction
- Customer service experience

Key Interfaces

- Director of Adaptive Sports
- Adaptive Sports Team
- Participants
- Volunteer Coordinator
- Operations Manager
- Volunteers
- HG Development Team
- Sun Valley Company (Ski Patrol, Ski School, etc.)
- Blaine County School District (School counselors and teachers)

Position Scope

- Number of Employees Indirectly supervised: 10-15
- Number of Employees Directly Supervised: 2-3
- Number of Volunteers Directly Supervised: 0
- Number of Volunteers Indirectly Supervised: 50

Physical Requirements

- Geographic Information: Primary responsibility in Sun Valley, Idaho, but moderate travel may be required internal and external to the state of Idaho
- Travel
 - Conferences if certification maintenance is required
 - Represent the organization at meetings, fundraisers, and special events
- Lifting equipment and gear up to 50 pounds
- Being flexible and adaptable in successfully coordination of the organization's growth
- Weekend work required
- Attendance at evening and overnight program events required.

Contact Info: To apply for this position, please submit a cover letter, resume and three references to:

The above statements are intended to describe the general nature of work performed by the employee in this job.

Kayla Pedrolini
Director of Adaptive Sports
kayla@highergroundusa.org

Equal Opportunity Employment – Higher Ground USA Inc. is an equal opportunity employer. We are committed to maintaining the hiring practices and work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.

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