



Higher Ground
Job Description

Current as of: March 2026

Position Title	Adaptive Sports Program Manager
FLSA Status	Exempt
Administrative Workweek	Sunday - Saturday (0001-2400)
Reports To	Director of Adaptive Sports
Compensation	\$60-70k DOE plus competitive benefits package

Higher Ground, Inc. (HG) is a 501 c 3 organization that provides innovative sports and Recreational Therapy programming to enhance the quality of life for our local population of children and adults with disabilities and our veteran and first responder community.

The mission of Higher Ground (HG) is to enhance quality of life through therapeutic recreation and education. The HG adaptive sports program manager implements 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
- Assess, plan, implement and evaluate assigned Adaptive Sports programming in the following disciplines; Adaptive Snowsports, Nordic skiing, snowshoeing, cycling, hiking, camping, fly fishing, bocce ball, paddling, swimming and other sports as assigned.
- Participate and implement staff and volunteer trainings
- Serve as a primary point of contact for local adaptive sports activities
 - Monitor assigned programs
 - Deliver and facilitate adaptive sports programs
 - Maintain database, program communications and budget
 - Evaluate programming on a consistent basis to ensure quality

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

- Maintain current inventory of adaptive equipment and identify equipment operational status; schedule prioritized list of equipment maintenance requirements
- Maintain and uphold the core mission of Higher Ground: enhancing quality of life through inclusive 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

- Directly supervise part time seasonal adaptive sports instructors and front desk staff
- Schedule and approve staff time
- Hiring and onboarding of seasonal staff
- Lead and coordinate staff trainings in a variety of adaptive sports disciplines
- Assist in registration of all Higher Ground Participants and program within database
- Work closely with the volunteer manager and program managers to ensure the best possible instructor/student/volunteer pairing
- Participate in continuing education and adaptive sports certification programs

Implied:

- Participate in scheduled staff and program meetings
- Conduct staff coordination to ensure that logistical “pieces” fit together in an integrated whole
- Disseminate operating procedures for any adaptive sport that is currently programmed (e.g. – adaptive snow sports PSIA/AASI)
- Integrate risk management into the planning and execution of all programming
- 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 Qualification:

- Possess a 4-year degree from a recognized institution of higher learning in Recreational Therapy
 - Other allied health professional degrees – those in Adaptive Physical Education, Outdoor Education, Wilderness Therapy and others – will be considered on a case-by-case basis.
- Current as a Certified Therapeutic Recreation Specialist (CTRS) through NCTRC
 - Other current and relatable professional certifications will be considered on a case-by-case basis.

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- Professional experience serving adults and children with physical and cognitive disabilities.
- Experience instructing adaptive sports.
 - Skiing, snowboarding, Nordic skiing, mountain biking, hiking, cycling, paddling, sailing, swimming, and other adaptive sports.
- Possess a valid driver's license and clean driving record
- Pass all drug/alcohol/medical screenings and State/National background checks

Preferred Skills/Abilities

- Experience leading and instructing youth in adaptive sports and outdoor recreation activities
- Experience training and presenting to staff and volunteers
- Disability awareness/ADA guidelines
- American Sign Language Skills
- Customer service
- Computer and technology skills
- Strong communication skills
- Organizational skills

Key Interfaces:

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

Position Scope:

- Number of Employees Indirectly supervised: 1-10
- Number of Employees Directly Supervised: 5-15 (seasonal staff)
- Number of Volunteers Directly Supervised: 5-25
- Number of Interns Directly Supervised: 1-2
- Number of Volunteers Indirectly Supervised: 50
- Certifications and Licenses:
 - Certified Therapeutic Recreation Specialist (CTRS)
 - PSIA H1 and or AASI H1
 - PSIA H2 and or AASI H2 preferred
 - Commercial Driver's License (CDL)
 - Fly fishing casting instructor
 - Swift Water Rescue
 - Behavior management training (CPI, QBS, etc.)

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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
 - Recreation Therapy conferences if certification maintenance is required
 - Select PSIA Education Events and Programs
 - Represent the organization at meetings, fundraisers, and special events
- Lifting equipment and gear up to 50-75 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:

Kayla Pedrolini
Director of Adaptive Sports
kayla@highergroundusa.org

Equal Opportunity Employment – Higher Ground Sun Valley 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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