



Higher Ground Sun Valley (HGSV) Job Description

Position Title	Military Program Manager
FLSA Status	Exempt
Reports To	Director of Military Programs, HGSV
Compensation	\$40-50k DOE plus competitive benefits package

Higher Ground Sun Valley, Inc. (HGSV) is a 501(c) 3 organization that provides innovative sports and Recreational Therapy programming in Idaho to enhance the quality of life for our injured veteran community and our local population of children, teens, and adults with disabilities.

The mission of Higher Ground Sun Valley (HG) is to enhance quality of life through inclusive therapeutic recreation and education for people of all abilities. The HGSV military program implements Recreational Therapy treatment modalities to assist in alleviating symptoms and conditions associated with service-linked TBI, PTSD, MST, and poly-trauma. Our approach to intervention seeks to promote community reintegration, self-efficacy, self-regulation, leisure education, and skill progression.

The Military Program Manager works on an interdisciplinary team responsible for facilitating and supporting all aspects of the Higher Ground Military Program serving veterans throughout the United States through the Sun Valley, Idaho chapter. The Military Program Manager operates under the direct supervision of the Director of Military Programs – HGSV.

Core Responsibilities/Duties:

- Provide proficient & comprehensive services in all phases of the Recreational Therapy treatment process (assessment, planning, implementation, evaluation, and documentation), including ongoing outreach and follow-up services
- 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 treatment services
- Logistical Coordination with external entities
- Perform assistance and leadership of military programs, program interns, job trainings, database management, budget management, research/data collection, promotional campaigns, community education, and other program/organizational initiatives as directed; to include involvement in the ongoing Higher Ground Military Program National Expansion effort
- Maintain and uphold the core mission of Higher Ground: enhancing quality of life through inclusive therapeutic recreation and education for people of all abilities

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- Maintain and uphold the five core values of Higher Ground in all aspects of performing job duties: passion, innovation, service, integrity, and teamwork

Minimum Qualifications:

- 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, Wilderness Therapy, Outdoor Education, Social Services and/or the Mental Health arena - will be considered on a case by case basis*
 - *In lieu of degree, minimum 5 years of experience in a related field considered*
 - *Master's Degree preferred but not required*
- Current as a Certified Therapeutic Recreation Specialist (CTRS) through NCTRC
 - *Other current and relatable professional licensures/certifications will be considered on a case by case basis*
- 3 years of documented experience working as a Recreational Therapist (CTRS) or other Health-Services related professional
 - *Must possess a comprehensive understanding of the core principles and standards of practice associated with the field of Recreational Therapy*
 - *Others with 3 years of experience working in other allied health professions along with documented experience working in the areas of therapeutic wilderness programming, adventure based therapies, and/or adaptive sports & recreation management will be considered on a case by case basis*
- Significant professional experience serving veterans or active duty military personnel
 - *Or ability to demonstrate a comprehensive understanding of military culture and needs*
 - *Veterans meeting all listed criteria are encouraged to apply*
- Significant professional experience instructing therapeutic movement and mindfulness
 - *E.g. Yoga, Tai chi, Meditation, Z-health, Yoga Nidra, etc.*
- Currently certified in adult/child first aid and CPR, or Wilderness First Aid, and/or Wilderness First Responder
 - *Or willingness to obtain within 90 days*
- Possess a valid Idaho State driver's license and clean driving record
 - *Or ability/willingness to obtain a Idaho license within 30 days of relocation*
 - *Ability/willingness to obtain commercial driver's license*
- Pass all drug/alcohol/medical screenings and State/National background checks

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Preferred Skills/Abilities

- Experience leading adaptive sports and outdoor recreation activities
- Program development/coordination
- Disability awareness/ADA guidelines
- PSIA /AASI certifications
- Leadership
- Self-direction
- Problem solving/reasoning
- Structure/organizational skills
- Strong interpersonal and communication skills
- Public speaking and facilitation
- Multicultural sensitivity/awareness
- Flexibility/adaptability
- Computer/technical skills
- Database management
- Customer service
- People management
- Time management
- Fluency in the Spanish language (written & oral)

Key Interfaces:

- Director of Military Programs, HGSV (supervisor)
- HGSV Military Program Team
- Director of Military Programs
- Executive Director
- Volunteer Coordinator
- Participants
- Program Volunteers and Instructors
- Board of Directors

Position Scope: Geographic Information: Primary responsibility in Sun Valley, Idaho, but limited travel may be required internal and external to the State of Idaho.

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

Alaina Wilson
Director of Military Programs – HGSV
PO Box 6791
Ketchum, Idaho 83340

Office: 208-726-9298 ext 110
Cell: 208-721-3163
Email: alaina@highergroundusa.org

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***Submissions without a cover letter will not be considered**

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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