



LAKESHORE

Lakeshore Foundation is a non-profit 501c3 organization. Our mission is to enable people with physical disability and chronic health conditions to lead healthy, active, and independent lifestyles through physical activity, sport, recreation, advocacy, policy and research.

New Job Posting : **Coordinator of Recreation and Athletics**

Lakeshore Foundation is currently seeking an energetic, creative, resourceful, self starter with exposure or experience in programming in the areas of adapted physical education, recreation and sports for youth and adults with physical disabilities.

PRIMARY JOB RESPONSIBILITIES:

- Coordinates and implements recreation programs for participants with physical disabilities and chronic health conditions.
- Provides input for the preparation of the annual budgets for fitness, recreation, adapted sports, and aquatic activities. Manages expenses related to specific programs and/or events as assigned.
- Maintains necessary documentation of risk management and reports to the Associate Director as necessary. Monitors and adheres to all safety procedures and guidelines.
- Assists the Associate Director in developing and maintaining relationships with schools, community organizations, and referral sources working with youth and adults with physical disabilities. Participate in outreach and recruitment activities.
- Assists with planning and implementation of camps, recreation and adapted sports as assigned,
- May serve in a coaching or instructor capacity.
- Attends continuing education and/or professional development opportunities as assigned.
- Responsible for the maintenance and upkeep of sport and recreation equipment.
- Responsible for maintaining the cleanliness of all work areas, including office space, cubicles, and storage and cage areas.
- Prepares and submits necessary documentation for monthly reports.
- Requires transporting participants occasionally.
- Maintains good personal and professional relations with the community and professional groups. Serves as a resource and/or consultant for these groups.

QUALIFICATIONS:

- Skill and proficiency in disciplines such as adapted physical education, exercise science, therapeutic recreation, athletic training, or sport management as normally acquired through completion of a four year college curriculum leading to a Bachelor of Science or related degree.
- Proficiency in developing and implementing recreation, athletic and adapted sport programming for persons with various physical disabilities.
- Availability to work nights and weekends, as well as to be on call.
- Self motivated, enthusiastic, and a strong desire to learn highly desired, individual's comfortable working with youth of all ages a plus.
- Commitment to working in a team environment
- Excellent interpersonal skills, verbal and written communications skills
- CPR, Standard First Aid and AED required (or willingness to obtain within 90 days), valid driver's license

Application Deadline: February 15, 2018

Send resume and letter of interest to:
Debbie Smith, Director, Human Resources
Lakeshore Foundation
4000 Ridgeway Drive
Birmingham, Alabama 35209.
Email address: DebbieS@lakeshore.org.