



Program Manager - Adaptive Recreation and Activities

Hours:

30-40 hours per week

Location:

This position reports to and works from the Phoenix office. Statewide community work & travel is required as assigned. In addition to office work, this position will work on-site at the location of various events and activities throughout Arizona.

Pay:

Pay range is between \$22-29/ hour, and includes three weeks paid vacation, plus sick time. This position **does not** include healthcare insurance or retirement benefits.

Reports to:

The **Adaptive Recreation and Activities – Program Manager** takes direction of daily workflow from and reports to the Brain Injury Alliance CEO. The position complies with client policies and processes set forth and managed by the Care Coordination Director.

Supervises: This position supervises 1 part-time position and volunteers

Job Description:

Help us present some of our most beloved activities to the brain injury community, including Camp Brain. Be part of a team of knowledgeable, compassionate, and helpful allies for Brain Injury Alliance of Arizona clients. The Adaptive Recreation and Activities Program Manager oversees

components of social activities and recreation programs including planning, implementation, and evaluation. This position also supervises and works with community volunteers. This position is responsible for planning and overseeing regular events and social activities for survivors of all types of brain injury, their families, and caregivers. This is a new position.

Successful program managers 1) have an understanding and appreciation for both the big picture and the detail-work required to achieve it, 2) are comfortable asking big questions and using data from diverse sources to answer them, 3) are dot connectors, bringing together people and ideas to achieve common goals. Experience working or living with individuals with brain injury or brain health concerns (including traumatic brain injury, stroke, tumors, aneurysm, PTSD, trauma, or other conditions impacting brain function) is preferred. This is not a clinical position, but it is critical for the **Adaptive Recreation and Activities – Program Manager** to be able to communicate and empathize with someone who has challenges with communication and/or cognition, as well as caregivers.

Job Duties:

- Attend all Brain Injury Alliance staff meetings and participate in cross-collaboration activities such as Rays of Hope, Run, Walk, & Roll, Camp Brain, and more.
- Maintain information and records in accordance with established expectations of contracts, privacy and security policies and procedures
- Maintain strict confidentiality and standards of ethical practice
- Manage logistics and planning for weekly social activities for caregivers and brain injury survivors
- Manage volunteers and donor relationships and expectations
- Oversee planning, fundraising, registration, and successful implementation of yearly week-long camp for survivors of brain Injury, Camp Brain
- Participate in community events as assigned
- Participate in the management and planning of Run, Walk, & Roll

- Plan and execute March, Brain Injury Awareness Activities
- Provide support and structure for a survivor education and activity committee
- Support and coordinate Unmasking Brain Injury – Arizona events
- Sustain connections with healthcare systems and the VA as needed
- Other duties as assigned

Qualifications:

- Ability to work independently and interdependently as part of the BIAAZ team
- Access to reliable transportation for travel within the program service area
- Bachelor's degree, or equivalent experience in volunteer and program management
- Excellent communication skills, both written and verbal, including communicating with individuals with cognitive and/or communication impairments
- Familiarity with social media platforms
- Strong computer skills required (training on agency's proprietary software provided)
- Willingness to attain Brain Health Coach credentials

Preferred Qualifications

- Advanced degree, or equivalent experience, and three years of experience managing a program and/or staff in areas relevant to the position
- Experience in adaptive recreation
- Experience with donor and volunteer management
- Experience working with people with cognitive disabilities and/or behavioral health challenges
- Experience with program reporting and evaluation to fulfill grant and contract requirements

The Brain Injury Alliance of Arizona is seeking an addition to our Care Coordination/Resource Facilitation team in the form of a **Program Manager - Adaptive Recreation and Activities**.

Those interested in applying should send their resume, three references we have permission to contact, and a cover letter to **Carrie Collins-Fadell, CEO of Brain Injury Alliance** at carrie@biaaz.org and copy info@biaaz.org.

Resumes should clearly illustrate how prior knowledge and experience meet the minimum and desired qualifications stated in this requisition. References will need to include full name, title, organization, address, phone number, email, and affiliation to applicant.

Interviews will be ongoing until the position is filled. Saturday interviews are available. The Brain Injury Alliance conducts pre-employment screenings, which include a criminal background check, verification of work history, academic credentials, verification of military service, licenses, and certifications. Employment is contingent upon successful passing of the background check and completing the 90-day probationary period. Travel expenses associated with interviews are not covered unless otherwise indicated. The Brain Injury Alliance is an equal opportunity employer.