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# BRIDGE II SPORTS

"Find The Player Within"

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**JOB TITLE:** Program Cultivator  
**PAY GRADE:**  
**REPORTS TO:** Director of Programs

**DEPARTMENT:** Programs  
**STATUS:**  
**DATE/REVISION DATE:** May, 2021

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## JOB SUMMARY

**The Vision of Bridge II Sports is to** create opportunities and develop a culture of empowerment that fosters respect for all abilities and has a life changing impact on all humanity. **We are about sports, but we are about so much more than sports! Sports is indeed how we get to this life changing positive impact.** Our mission is to develop and implement opportunities for youth and adults with physical disabilities to play individual, team, and recreational sports, finding the player within.

The Program Cultivator is responsible for supporting the adaptive sport programs of Bridge II Sports, as well as special events like Valor Games SE, August Madness, and Paddle Lake Crabtree. Programs are at the very heart of our work and this is a mission critical position for the organization.

Adaptive Sport Programs include regular weekly program opportunities in the Triangle as well as a state-wide school initiative. The role will entail lifting and carrying equipment, driving a truck, and pulling a trailer. The position is a part-time non-exempt, which includes evening and alternate weekend program offerings. This position reports to the Director of Programs. All candidates will go through a background check and must follow the "[Darkness to Light](#)" [philosophy](#) and values. Part-time and Full-time positions available.

## Responsibilities:

- Cultivate and significantly expanding an active community of people with disabilities that empowers them to become more physically active and helps them become integral members of society
- Planning, marketing, implementation, and growth of adaptive sports programs within the Triangle community for youth and adults with physical disabilities
- Follow the Bridge II Sports protocol in cultivating and tracking new participants to actively become involved in regular Bridge II Sports programming, with the goal of increasing program participation.
- Lead volunteers, coaches, and student interns in a positive learning environment to create a strong team that will provide a compassionate and encouraging experience for participants.
- Maintain program data, forms, and attendance for each program you are responsible for overseeing
- Maintaining good data will enable you to assist with Paralympic Quarterly Reports and data retrieval for grants.
- Assist or implement community events and state-wide school initiative programs.
- Assist with fundraising strategies for programs and participate in fundraising events.
- Cultivate positive relationships with community partners, sponsors, and vendors that ensures long term facility usage, equipment/financial donations, the best service/pricing provided.
- Contribute to a cohesive work environment by promoting an efficient and positive work environment via participation in departmental functions and continuous contribution to Bridge II Sports vision and mission and to the specific annual program and special event goals.

- Communicate regularly with supervisor via email, weekly in-person meeting and texts related to service needs, such as necessary supplies, equipment, and clinical training, so adaptive sports programs run effectively
- Ensure risk management protocols are being followed to reduce the liability and improve the safety of participants in Bridge II Sports programming and events, e.g. child abuse prevention, ensuring equipment is in safe working condition, independent problem solving, and following company protocol for emergency situations.
- Initiate and create an annual professional development plan with supervisor identifying opportunities that may include continuing education, self-study, and involvement with professional organizations. Darkness to Light Training is required by all employees.
- Performs other duties as requested

### **Position Qualifications**

- Preferred: Baccalaureate Degree in Therapeutic Recreation/Recreational Therapy, Recreation, Adaptive PE, Kinesiology, or relate field.
- Proficiency in Microsoft Office, including Word and Excel, and experience with Photoshop
- Be able to work well in a team environment
- Current NC Driver’s license and good driving record
- Demonstrated strong organizational skills, attention to detail and an ability to work in sometimes changing chaotic environments.
- Relevant experience includes: program planning, event coordination, knowledge of adaptive sport best practices, sales or client cultivation in a nonprofit environment, demonstrated strong written and oral communication skills, and successful customer service outcomes (customer is happy, organization is strengthened).
- Be able to work Friday through Monday when the core of Bridge II Sports programs operates.

### **WORK ENVIRONMENT / PHYSICAL DEMANDS**

- **Work Environment:**
  - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job: office environment; moderate noise level.
- **Travel:**
  - Occasional travel is required.
- **Equipment Operation:**
  - Regularly uses personal computer and other standard office equipment.
  - Drive and tow Bridge II Sports equipment trailers, truck, and bus.
- **Physical Demands:**
  - The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Requires support for all events.
  - Be able to lift 25 lbs.

	Constantly (5-8 hrs. / shift)	Frequently (2-5 hrs./ shift)	Occasionally (Up to 2 hrs. / shift)	Rarely (not a regular part of job)
Standing	X			
Walking	X			
Sitting	X			
Lifting up 10 lbs.	X			
Carrying	X			
Pushing/Pulling	X			
Climbing			X	
Balancing			X	
Kneeling/Crouching		X		
Crawling			X	
Reaching/Handing		X		
Grasping/Feeling		X		
Talking		X		
Hearing	X			
Repetitive Motions, e.g. typing			X	
Eye/Hand Coordination		X		
Close vision			X	