



Position: Program Coordinator I

Reports To: Program Coordinator II

Status: Full-Time

Updated: May 29, 2026

POSITION SUMMARY

The Program Coordinator I supports the planning and execution of AccesSurf programs, with a primary focus on hands-on program operations and equipment management. Working under the direction of the Program Coordinator II, this role ensures that all equipment, gear, vehicles, and physical resources are ready and well-maintained for every program. The Program Coordinator I works closely with volunteers and Key Leaders to ensure smooth, safe, and welcoming experiences tailored to each participant's needs and abilities.

PROGRAM SUPPORT & EXECUTION

- Support the Program Coordinator II in planning and logistics for all programs and special events.
- Assist with all aspects of program days: setup, execution, volunteer coordination, safety, and teardown.
- Communicate program details and updates with volunteers and Key Leaders throughout each event.
- Support participant registration and respond to questions about program participation, in collaboration with the program team.
- Communicate program details and updates with Staff and Key Leaders throughout each event.
- Contribute to and update Surf, Canoe & Swim program checklists.
- Print all necessary program materials and documents in advance of program days.
- Assist with setting up Check-In on program days.
- Assist with new volunteer training on program days.
- Support with participant and volunteer registration (in Bloomerang Volunteer), to include: monitoring sign-ups, verifying that participant and volunteer forms have been completed correctly, verifying volunteer leads before a program day, and opening new program opportunities.
- Support the Program Coordinator II on any reporting and administration tasks as assigned.
- Other duties, as assigned.

EQUIPMENT, GEAR & VEHICLES

- Serve as the primary coordinator for all equipment and gear needs.
- Ensure all equipment is available, functional, and properly transported for each program.
- Track, inspect, and maintain all program equipment; manage inventory and coordinate purchasing of new equipment as needed.
- Coordinate equipment setup at events and manage transport to and from each program location.



- Submit requests for new equipment or maintenance needs to the Program Coordinator II for Executive Director approval.
- Coordinate routine safety checks, cleaning, oil changes, insurance, and general maintenance of vehicles and the equipment trailer/truck.
- Drive vehicles to and from events as needed; manage associated vehicle paperwork.
- Train approved staff and volunteers on vehicle access and safe operation.
- Maintain organization, inventory, and upkeep of the storage facility.

VOLUNTEER COORDINATION & COMMUNICATION

- Support the Program Coordinator II in recruiting, onboarding, and training of volunteers.
- Guide and support volunteers in the proper handling, setup, safe use, and storage of equipment.
- Communicate equipment updates and policy changes to volunteers.
- Assist with volunteer briefings and maintain communication throughout events.
- Support volunteer training data tracking in collaboration with the Program Coordinator II.

SPECIAL EVENTS

- Support the Program Coordinator II in executing special events (e.g., Hawaii Adaptive Surfing Championships).
- Assist with setup, teardown, and equipment logistics for each special event.

QUALIFICATIONS

- BS in Recreational Therapy, Adaptive Recreation and Sport, or Adaptive Physical Activity preferred.
- Certified Therapeutic Recreation Specialist (CTRS) preferred.
- Four year's experience working with disability communities, adaptive sports, or inclusive programming may be considered in lieu of preferential education requirements.
- Demonstrated commitment to AccesSurf's mission and values.
- Experience coordinating events, programs, or logistics preferred.
- Strong organizational and communication skills.
- Ability to work independently and as part of a small, collaborative team.
- Comfort with physical tasks including equipment handling, loading, and setup.
- Comfort with public speaking and leading volunteer groups.
- Proficient in Google Workspace (Docs, Sheets, Drive).
- CPR/First Aid Certification (or willingness to obtain).
- Must be available on some weekends for monthly programs and occasional travel.
- Knowledge of AccesSurf programs preferred.
- Experience with surf and water activities preferred.
- Able to lift 50 lbs.
- Valid driver's license with willingness to obtain a Class 4 license.

Deadline to apply: June 26, 2026