



Catalyst Sports is a chapter based, volunteer run 501c3 non-profit organization that acts as an agent of change in the lives of people with disabilities and our communities. Our mission is to give people with physical disabilities access to the life changing impact of adventure within a supportive and inclusive community. We understand that volunteer leaders want to spend their time doing what they are passionate about, so Catalyst takes every opportunity to provide administrative support so the Chapter Leader can shine.

## **Volunteer Position: Adaptive Cycling Program Coordinator**

### **Primary Responsibilities:**

Reporting to the Program Director of Catalyst Sports, the Program Coordinator will have the following responsibilities:

- Support the delivery of Adaptive Cycling programming to a wide variety of individuals with disabilities (Greet participants and volunteers; Provide instruction on adaptive cycling to individuals with disabilities; Assist with bike safety checks as needed (training provided).
- Act as primary organization contact for cycling program inquiries from prospective participants and volunteers.
- Responds in a timely manner to all general inquiry emails and phone calls
- Assists with the registration of participants and volunteers.
- Oversees and coordinates volunteer schedules for cycling events.
- Positively represent and promote Catalyst Sports in the community.
- Complies with all Catalyst Sports policies and procedures.

### **Qualifications:**

Required:

- Ability to learn Neon CRM
- Customer-focused and dedicated to acting professionally in line with the Catalyst brand.

Preferred:

- CPR & AED Certification

### **Benefits:**

- Impacting the community beyond
- Creating new friends and contacts
- Empowering a disabled community that they are valued
- Membership to ExpertVoice (discount on 100s of outdoor brands)
- Research shows that volunteering increases self-confidence, combats depression, and helps you stay physically healthy
- Catalyst brings fun and fulfillment to your life