



## Higher Ground Job Description

<b>Position Title</b>	Program Manager - Veteran and First Responder Programs/CRU
<b>FLSA Status</b>	Exempt
<b>Reports To</b>	Director of Veteran and First Responder Programs
<b>Compensation</b>	
<b>Current as of</b>	August 2023

Higher Ground USA, Inc. (HG) is a 501(c) 3 organization that provides innovative sports and Recreational Therapy programming to enhance the quality of life for our veteran and first responder community and our local population of children, teens, and adults with disabilities.

The mission of Higher Ground (HG) is to enhance quality of life through therapeutic recreation and education. The HG veteran and first responder program implements Recreational Therapy treatment modalities to assist in alleviating symptoms and conditions associated with TBI, PTSD, MST, poly-trauma, and mental health challenges. Our approach to intervention seeks to promote community reintegration, self-efficacy, self-regulation, leisure education, and skill progression.

The Program Manager works on an interdisciplinary team responsible for facilitating and supporting all aspects of the Higher Ground Veteran and First Responder Program serving veterans and first responders throughout the United States. This position will be primarily responsible for the planning, coordination and execution of Community Resiliency Unit (CRU) events for veterans and first responders in Idaho.

### **Core Responsibilities/Duties:**

- Work competently and cooperatively on an interdisciplinary team of professionals to fulfill program/client goals, objectives, and desired outcomes through the delivery of Recreational Therapy
- Lead organizational efforts in the implementation and growth of the Community Resiliency Unit (CRU) initiative (day/multi-day recreational events in support of veterans and first responders) in Idaho. This includes volunteer management, partnership management, event management, database management, budget management, research/data collection, promotional campaigns, community education, and other program/organizational initiatives as directed
- Perform assistance and leadership of week-long veteran programs, job trainings, database management, budget management, research/data collection, promotional campaigns, community education, and other program/organizational initiatives as required
- Maintain and uphold the core mission of Higher Ground: enhancing quality of life through inclusive therapeutic recreation and education

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- Maintain and uphold the five core values of Higher Ground in all aspects of performing job duties: passion, innovation, service, integrity, and teamwork

### **Preferred Skills/Abilities**

- Experience leading outdoor recreation activities
- Program development/coordination
- Disability awareness/ADA guidelines
- Leadership
- Self-direction
- Problem solving/reasoning
- Structure/organizational skills
- Strong interpersonal and communication skills
- Public speaking and facilitation
- Multicultural sensitivity/awareness
- Flexibility/adaptability
- Database management
- People management
- Time management

### **Key Interfaces:**

- Director of Veteran & First Responder Programs (supervisor)
- Sr Program Manager / CRU
- HG Veteran & First Responder Program Team
- Director of Operations
- Partner Organizations
- Volunteer Manager
- Participants
- Programs Committee Members
- Program Volunteers and Partners
- Executive Director
- Board of Directors

### **Physical Requirements:**

- Geographic Information: Primarily based in Idaho, with occasional travel and support to programs in other locations as required
- Occasional travel required
- Occasional weekend work required
- Occasional attendance at evening and overnight program events
- Ability to lift up to 30 pounds of equipment and gear

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**Contact Info:** To apply for this position, please submit a cover letter, resume, and three references to:

Alaina Wilson Director of Veteran Programs  
PO Box 6791  
Ketchum, Idaho 83340

Office: 208-726-9298  
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Email: [alaina@highergroundusa.org](mailto:alaina@highergroundusa.org)

**\*Submissions without a cover letter will not be considered**

**Equal Opportunity Employment** – Higher Ground Inc. is an equal opportunity employer. We are committed to maintaining the hiring practices and work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.

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