

Program Coordinator

Organization: Catalyst Sports

Location: Atlanta, GA

Job Type: Full-Time

About Catalyst Sports

Catalyst Sports is a nonprofit organization dedicated to empowering individuals with physical disabilities by providing access to adaptive sports and outdoor recreation. Our Atlanta chapter plays a key role in delivering inclusive experiences, fostering community partnerships, and ensuring high-quality program coordination across the Southeast.

Position Summary

The Program Coordinator will be responsible for planning, coordinating, and executing adaptive sports programs and special events in the Atlanta area and surrounding regions. This includes kayaking, climbing, mountain biking and cycling activities, managing community relationships, recruiting and supporting volunteers, and overseeing event logistics.

Key Responsibilities

- Plan, coordinate, and lead adaptive kayaking programs in Atlanta; support regional and overnight events in Augusta, Birmingham, and Chattanooga.
- Oversee the Catalyst Veterans Initiative, enhancing programming for military veterans.
- Organize and facilitate private group climbing and cycling events with partners including the Shepherd Center, Blaze Sports, and CHOA.
- Maintain and regularly update the calendar of weekly and monthly events for all sports in the Atlanta area.
- Support and attend special regional events such as Camp and Climb, Coordinator Retreat, and others.
- Represent Catalyst Sports at community outreach and networking events to promote programs and build partnerships.
- Serve as the primary point of contact for Atlanta-based volunteers and participants; redirect inquiries to sports directors when needed.
- Manage and maintain adaptive sports equipment.

- Foster and maintain strong relationships with community partners to increase program reach and participation.
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Required Qualifications

- Minimum 1 year of experience in nonprofit management or event coordination.
 - CPR/First Aid certified (or willingness to obtain upon hiring).
 - Strong event planning and organizational skills with the ability to manage multiple priorities.
 - Excellent interpersonal and communication skills.
 - Ability to work independently and as part of a collaborative team.
 - Valid driver's license with the ability to drive a truck and trailer or the ability to execute training and demonstrate proficiency within the first month of employment.
 - Willingness to work evenings and weekends as needed.
 - Comfortable lifting and carrying up to 25 lbs and working in variable outdoor conditions.
 - Background check required upon employment.
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Preferred Qualifications

- Experience working with individuals with physical disabilities.
 - Familiarity with Neon CRM or similar database systems.
 - Basic social media management skills.
 - Knowledge of adaptive sports or outdoor recreation programming.
 - Previous experience with logistics coordination across multiple locations.
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Physical Requirements

- Ability to work in indoor and outdoor environments, including high temperatures (up to 105°F), slippery or uneven surfaces, and inclement weather.
 - Comfortable working in athletic and group settings.
 - Must be able to lift and transport equipment up to 25 lbs.
 - Must be able to effectively communicate in person and via phone/email.
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Performance Expectations

- Submit regular reports to the Executive Director outlining progress, key accomplishments, and upcoming plans.
 - Strive to exceed baseline duties by increasing participation, enhancing program quality, or expanding outreach.
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Compensation & Benefits

- Salary: \$45,000–\$50,000 annually (commensurate with experience), with growth potential
- Matching IRA retirement plan
- Health insurance not currently provided
- Opportunity to make a meaningful impact in the adaptive sports community
- Professional development and networking opportunities in the outdoor recreation and nonprofit sectors