

**Position Summary:**

The Personnel Coordinator provides programmatic support including the recruitment, marketing and coordination of outreach support. The Personnel Coordinator works with the Recovery Care Coordinators to identify and recruit eligible candidates for the program.

**Essential Duties and Responsibilities: (Not listed in order of importance; other duties may be assigned)**

- Work with the RCCs to identify qualified wounded ill and injured USSOCOM WCP service members to participate in local and international adaptive sports and wellness events.
- Utilize systematic recruiting and retention methodologies to maintain steady program growth that meets the organizational needs.
- Manage the input and monitoring of information related to CC-MASS in the Care Coalition tracker.
- Compile weekly and monthly reports to identify rates of participation and program effectiveness.
- Complete After Action Reports following every event to ensure quality of each event.
- Provide service members with event information via multiple channels. (Email, social media, Team room, Advocates).
- Evaluate recruitment process and refines as needed to meet organizational requirements and provides subject matter expertise in recruitment and marketing management.
- Execute detailed follow up plans to ensure maximum participation in all events (to include Command Authorization).
- Work directly with stakeholders to identify and develop organizational needs and effectiveness.
- Identify and oversee service members that meet organizational standards of the Mentor/Ambassador Program.
- Provide onsite presence as needed at events and activities.
- Develop and execute a marketing and outreach plan to systematically grow the program.
- Create messaging that meets the specific requirements of the customer.
- Maintains accurate records (Tracker, athlete rosters, athlete/staff event registration, statistical reports, medical and unit chain of command clearance, uniform data, photos, etc.)

**Qualifications:**

Candidates must have experience working with individuals who participate in adaptive sports and other physical activities using modified equipments.

**Education and/or Experience:**

- Bachelor's degree required (degrees in the areas of sport management, recreation, adaptive physical education, therapeutic recreation or related field preferred.)
- At least five years of appropriate experience in the coordination of programs with diverse populations.

- Previous active duty military experience preferred.

**Knowledge/Skills:**

- Proficient with MS Office (Word, Excel, PowerPoint, Outlook.)
- Strong verbal and written communication skills.
- Working rapidly for long periods to meet deadlines.
- Excellent organizational skills required with attention to detail and follow-through a must.

**Abilities:**

- Ability to lead individuals with diverse levels of experience, skills and abilities.
- Must be able to travel an average of one week a month.
- Ability to lift up to 50 pounds occasionally, and/or up to 20 pounds frequently.
- Knowledge and ability in participating in various adaptive sporting events.

NOTE: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs and/or ladders; balance; stoop, kneel, crouch or crawl; talk, hear or smell. The employee must occasionally lift and/or move up to 50 pounds occasionally or 20 pounds frequently. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Valid state driver's license and ability to operate a motor vehicle required.

**Clearance:**

Secret.

**Supervisory Responsibilities:**

None for this position.

The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. **9Line is an equal opportunity employer.**