



**Title:** Program Coordinator

**Reports to:** REC (Recreation, Education and Cultural Programming) Director

**Job Purpose:** Assist with all aspects of REC programming

**Job Status:** Full time, year round

**Key Responsibilities and Accountabilities:**

- Act as an Ambassador to Challenge Aspen at all times, customer service is the number one priority.
- Consistently communicate with Challenge Aspen Reservations Staff.
- Primary contact in the absence of the REC Director.
- Assist REC Director with:
  - Recruiting participants for camps and Custom Adventures
  - Maintaining current and accurate participant files (hard copies and within database)
  - Coordinating camp logistics such as travel arrangements, meals, outfittings, lodging, etc.
  - Executing camps, retreats, and adventures
  - Completing pre- and post-event forms, questionnaires and other required paperwork
  - Attending evening events as required
  - Maintaining budget and participant payments
  - Recruiting Interns and Apprentice Professionals
  - Interviewing Summer Interns and Winter Apprentice Professionals
  - Arranging Intern and Apprentice Pro housing
  - Planning and implementing training and orientation curriculum
  - Seeking Community Outreach projects

**Qualifications and Attributes:**

- Passion and enthusiasm for Challenge Aspen's mission
- Excellent communication skills and professional demeanor
- Strong decision-making skills and sound judgment
- Effective time management skills
- Ability to take direction and initiative
- Basic computer skills and experience with databases
- Understanding of various disabilities and behaviors
- Ability to multi-task in a fast paced work environment
- Experience working in an office setting and ability to work well with others

Please direct a cover letter, resume, references and any inquiries to Deb Sullivan: [Deb@challengeaspen.org](mailto:Deb@challengeaspen.org)

***Challenge Aspen is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.***