



Title: Program Facilitator

Reporting to: REC Director

Job Purpose: To assist program directors and coordinator with summer programming

Job Status: Full time - Seasonal (June 6, 2022 - September 9th, 2022)

Key Responsibilities and Accountabilities:

- Act as an Ambassador to Challenge Aspen at all times, customer service is the number one priority.
- Act as the main facilitator for Custom Adventures.
- Assist with recruitment of participants for Custom Adventures.
- Maintain clear and timely communication with Challenge Aspen REC & CAMO departments as well as with office staff.
- Help to coordinate Custom Adventure logistics such as transportation, activities, meals/snacks.
- Maintain current and accurate participant files (collect forms and waivers for electronic files, on Box).
- Assist REC department with all programming, including locals programs and virtual programs.
- Assist CAMO department in the field when necessary.
- Work with volunteer program coordinator on securing volunteers for all programs.
- Complete incident forms as needed.
- Maintain, clean and track equipment and vehicles.
- Attend evening/weekend events as required.

Challenge Aspen Custom Adventures

Challenge Aspen provides individualized adventures or activities for participants and their families. The Challenge Aspen REC department or the participant(s) partaking in the activities may choose what specific activities are involved in their custom adventure. You will be expected to support an individual or family in activities that may require an extra set of hands or an additional body. This assistance may include loading/unloading from vehicles or wheelchairs, visually impaired guiding, or simply someone to be there with an individual to assist in decision-making. Specific information on the participant(s) involved will be submitted prior to activity and the intern or volunteer will be expected to review this information prior to partaking.

Custom Adventures and summer camps involve indoor and outdoor recreational activities including, but not limited to:

- Hiking, biking, whitewater rafting, horseback riding/equine therapy, fishing, swimming, camping, archery, rock climbing, ropes course activities, music/theater, sailing, jeep tours, art therapy.

Music and Dance Camp

Challenge Aspen's longest running camp is our Music and Dance Camp. Each participant is paired with one buddy for the week. The buddy will assist the participant in learning their lines and their specific part in the production. On the final day of camp, the participants will perform on stage, and have the thrill of seeing their families and friends in the audience. The Program Assistant will assist the REC Department with planning, recruiting volunteers, daily logistics and organization, and may also act as a buddy to a participant.

Qualifications and Attributes:

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

Requirements for this Position:

- Current first aid & CPR certification
- Possess a clean driving record
- Successfully pass a background check
- Provide 3 references
- Submit your cover letter and resume prior to April 6, 2022 to:
deb@challengeaspen.org