



Title: REC Winter Program Facilitator

Reporting to: REC Director

Job purpose: Assist with planning and implementing REC winter programs. Assist the REC Team with logistics, participant paperwork, and program facilitation. Support overall organizational needs as they arise.

Job Status: Full-Time Seasonal (November 18, 2024 – April 20, 2025)

Salary: \$25/hour - Minimum 32 Hours/week

Key Responsibilities and Accountabilities:

- Act as an Ambassador to Challenge Aspen, customer service is the top priority.
- Co-facilitate Challenge Aspen adaptive programs such as school programs, ski groups, snowshoe and Nordic outings, and activities in the arts with an emphasized focus on empowering diverse youth.
- Role requires lifting, pushing and pulling to help participants move adaptive equipment, and driving Challenge Aspen's vehicles.
- Acquire and maintain current and accurate participant files.
- Assist REC department with all programming, including youth and locals programming.
- Assist REC department with participant communication and support.
- Assist CAMO department in the field when necessary.
- Work with Program Services team on securing volunteers for REC programs.
- Act as the main facilitator for Winter Custom Adventures.
- Help to coordinate Winter Custom Adventure logistics such as transportation, activities, meals/snacks.
- Assist with logistics, planning and coaching Special Olympic and NASTAR competitions.
- Maintain, clean and track equipment and vehicles.

- Maintain consistent and professional communication with CA staff, Pros, volunteers, ASC staff, and outside contractors.
- Support development department as needed with signature events.
- Other duties as assigned.

Qualifications and Attributes:

- Passion and enthusiasm for Challenge Aspen's mission
- Excellent communication skills and professional demeanor
- Strong decision-making skills
- Effective time management, troubleshooting skills and initiative to work collaboratively and independently in a growing and changing environment.
- Follow-through and desire to implement quality programming
- Understanding of various disabilities and behaviors
- Possess an understanding of Challenge Aspen's year-round programs, policies and procedures
- Capable of lifting up to 50 pounds.
- Able to spend extended time outdoors in inclement weather.
- Have an interest, willingness to learn or experience in a variety of activities: Bowling, Ice Skating, swimming, music therapy, Nordic and Alpine skiing/snowboarding, sledding, snowshoe tours and tubing.
- Strong computer skills in online reservation software & file management systems/CRM/Microsoft
- 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

TO APPLY:

- Provide 3 professional references
 - Email, phone number, and relation to you
- Submit your cover letter and resume prior to October 15, 2024 to:
deb@challengeaspen.org