



**Job Title: Program Facilitator**

**Job Status:** 10-Month Full-time, with unpaid leave in May and October

**Compensation:** Based on a \$56,500 annual salary, prorated for 10 months

**Reporting to:** REC Program Manager

**Start Date:** May 28, 2025

**Job Purpose:**

The Program Facilitator supports the planning and implementation of year-round programs, assisting with logistics, participant paperwork, reporting and program facilitation. This role ensures the successful delivery of adaptive recreational activities, focusing on empowering individuals with disabilities and supporting overall organizational needs.

**Key Responsibilities:**

- Act as an ambassador for Challenge Aspen, prioritizing customer service.
- Facilitation of field-based adaptive programs such as archery, cycling, paddleboarding, theater; ensuring a positive and inclusive experience for all participants.
- Assist in program logistics such as transportation, adaptive equipment, communication, paperwork, activities, and meals.
- Maintain participant files and assist with program planning, tracking and providing metrics.
- Support scholarship tracking and communication.
- Maintain vehicles and equipment for programs.

- Assist with booking groups and community programming with Challenge Aspen's reservation software.
- Provide field support for both the CAMO and REC programs, ensuring smooth operations and a positive participant experience.
- Assist with other tasks as needed.

### **Qualifications & Attributes:**

- **Passion for Challenge Aspen's Mission** and providing adaptive sports opportunities.
- **Strong Communication Skills** and ability to work well with participants, families, and staff.
- **Experience in Adaptive Sports** or working with individuals with disabilities in outdoor recreation.
- **Excellent Time Management** and ability to multitask in a fast-paced environment.
- **Team-Oriented** with a positive, collaborative attitude.
- **Computer Proficiency** with tools like Microsoft, booking software, and Box.
- **Possess a clean driving record** and responsible for driving company vehicles safely.
- **First Aid & CPR** certification, or ability to obtain.

### **Physical tasks – this is not a conclusive list**

- **Reaching:** Frequent, daily reaching and bending with the arms.
- **Fine motor skills:** Frequent, daily typing, filing, sorting, etc.
- **Gross motor skills:** Occasional maneuvering of adaptive equipment, supplies, etc.
- **Sitting, standing, or walking:** Long periods of sitting during administrative tasks, standing, walking and bending required when in the field.
- **Lifting:** Up to 50 lbs. as needed.
- **Other tasks:** as needed.

### **Working conditions**

- Working in the field may involve exposure to sun, snow, wind, heat and cold. The high-desert dryness is known to cause faster dehydration than other climates.

- May be exposed to loud noise in the field.

**Reasonable Accommodation Statement:**

Challenge Aspen is committed to providing reasonable accommodation for applicants and employees with disabilities. If you need accommodation to apply for a job or perform your job duties, please contact Human Resources.

**To Apply:**

Please send your resume and expression of interest to [info@challengeaspen.org](mailto:info@challengeaspen.org).