



## **Job Title: Program Field Staff**

**Job Status:** Seasonal On-call

**Compensation:** \$26 - \$28 Hourly based on experience

**Reports to:** Individual Program Manager

**Start Date:** June 2, 2025

## **Job Purpose:**

The Field Staff plays an essential role in supporting the execution of Challenge Aspen's summer programs. This role will involve traveling to various locations to facilitate Challenge Aspen's Custom Adventures and assist with other adaptive recreation programs, ensuring the smooth operation of programs, and providing an exceptional experience for participants. This position requires flexibility, a strong work ethic, and the ability to work independently, while supporting staff and program objectives.

## **Key Responsibilities:**

- **Program Support:** Facilitation of field-based adaptive programs such as archery, cycling, paddleboarding, theater; ensuring a positive and inclusive experience for all participants.
- **Logistical Assistance:** Aid with program logistics, including transportation, organizing equipment, and meal coordination.
- **Field Operations:** Assist in the implementation of both CAMO and REC programs in the field, ensuring activities run smoothly and efficiently.
- **Safety and Accessibility:** Ensure safety standards are followed while transporting participants, managing adaptive equipment, and assisting with program activities.
- **Customer Service:** Act as an ambassador for Challenge Aspen, providing excellent service to participants, families, and staff, and addressing any concerns or needs in a timely and professional manner.
- **Driving:** Responsible for driving company vehicles, transporting program participants, and ensuring safe and timely travel to and from various field locations.

- **Adaptability:** Assist other staff members and Program Managers and Directors in ad-hoc tasks as needed based on program schedules and field requirements.
- **Training Week:** Must be able to attend Challenge Aspen's staff training week June 2 – 6, 2025.

### **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.
- **Excellent Time Management** and ability to multitask in a fast-paced environment.
- **Team-Oriented** with a positive, collaborative attitude.
- **Possess a clean driving record** and responsible for driving company vehicles safely.
- **First Aid and CPR certification.**

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

- **Reaching:** Frequent, daily reaching, pulling and bending with the arms.
- **Walking & standing:** Frequently moving and/or waiting during activities
- **Gross motor skills:** Occasional maneuvering of adaptive equipment, supplies, etc.
- **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.
- 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).