



Title: Program Facilitator

Summary: The Program Facilitator will assist in the logistical preparation and execution of CAMO veteran retreats.

Status: Full-time/Seasonal (October 5th – April 16th)

Pay: \$27/hourly

Supervisor: Groups & Community Programs Manager

Key Responsibilities & Accountabilities:

- Facilitate group programs as a staff representative, hosting group meetings, taking teams to dinner, assisting in wellness activities, driving groups, and being on-snow to support group dynamics and activity instruction.
- Provide exceptional customer service, serving as a primary pre-arrival contact for participants.
- Utilize CRM and reservations platforms provided with accurate and timely data entry.
- Work with Groups & Community Programs Manager & Program Coordinator to secure lodging, restaurant reservations, travel, and any other logistical piece to programs.
- Facilitate local programs, school programs, and inclusion days.
- Assist in updating and verifying information specific to participants and programs.
- Collect, track, and organize required participant forms promptly and accurately.
- Understand disabilities & adaptive equipment to best serve the disability community.
- Attend meetings, fostering positive relationships with staff.
- Availability to work during weekends and holidays as part of regular scheduling.
- Contribute to ongoing improvement of systems, policies, and program delivery through feedback and innovation.
- Other duties as assigned.

Knowledge, Skills, & Abilities

- Passion for Challenge Aspen's mission.
- Intermediate or higher ski/snowboard ability.
- Ability and willingness to work in adverse mountain weather conditions for extended amounts of time.
- Comfort with an ever-changing schedule and work hours.
- Strong communication with decision-making/problem solving skills.
- Computer proficiency in an office-based environment .
- Able to prioritize tasks and self-manage time to maximize efficient output.
- Strong desire to show up to work with a positive attitude and add to a fun work environment.

Qualifications, Experience, & Education

- Professional recreation, adaptive sports background, or experience in working with people with disabilities.
- Background in group instruction/facilitation desired.
- Project management experience.
- Bachelor's degree or equivalent experience preferred

Job Benefits

- Employer-provided housing, subject to availability.
- Paid training with leading adaptive ski professionals
- Full access ski pass for all four Aspen Snowmass mountains.

Please send resume and cover letter to info@challengeaspen.org