



Job Description: Assistant Program Director, Big Sky Kids

Classification: Regular, non-exempt	Hours Per Week: 40
Wage: \$14.00	Benefits: Ineligible (seasonal)
Start Date: May 5, 2017	End Date: August 31, 2017

General

The Big Sky Kids Assistant Director reports to the Big Sky Kids Program Director. This individual assists the Director in planning, directing, managing, and coordinating recreation-oriented programs for youth with cancer and their families. He or she performs other assignments as requested by the Program Director. This is a full time seasonal position from May through August (or alternate dates as determined by Big Sky Kids Director).

Responsibilities and Job Duties

1. Pre-Program
 - a. Assists with program contacts, organizing and coordinating for each event.
 - b. Assists with participant registration and communication.
 - c. Assists with publication of Big Sky Kids newsletter and communications as requested.
 - d. Assists with planning and implementation of volunteer training.

2. Program
 - a. Acts as Camp Director when Director is not present.
 - b. Assists in assuring smooth flow of scheduled activities.
 - c. Serves as primary resource for volunteer staff during camp.
 - d. Maintains awareness of safety and risk management.
 - e. Assists with driving during programs.
 - f. Interacts with and attends to needs of participants.
 - g. Assists with photography.

3. Post-Program
 - a. Assists in return, cleaning, and storage of vehicles, equipment, and supplies.
 - b. Assists with photograph management, recognition of volunteers and donors, reports, and other post-program activities as requested.
 - c. Participates in program evaluation and suggestions for the following year.

Employment Standards

1. Education
 - a. Bachelor's Degree or equivalent experience
2. Work Experience and Skills
 - a. Strong communication and interpersonal skills.
 - b. Detail oriented, with strong organizational skills.
 - c. Strong work ethic.
 - d. Current First Aid and CPR certification (will train).
 - e. Valid driver's license and clean driving record.
 - f. Basic computer literacy required; experience with Word, Excel, Outlook, Donor Perfect, and Photoshop preferred.
 - g. Experience working with people with a long-term illness and/or disability preferred.
 - h. Experience in a summer camp environment preferred.

Performance Criteria

1. Performs all duties in a timely manner.
2. Maintains close communication with Program Director regarding budgets, schedules, logistics and participants.
3. Keeps assigned records accurate and up-to-date.
4. Projects concern and awareness of needs of participants.
5. Maintains participant confidentiality.
6. Interacts positively with participants, volunteers, donors, and other Eagle Mount staff.
7. Advocates for Eagle Mount and all of its programs and functions.