



Adaptive Aquatics Assistant Position Description

Eagle Mount Bozeman is a non-profit organization that provides adaptive recreation for people with disabilities and camps for young people with cancer. The role of the Adaptive Aquatics Assistant is to support the delivery of the Adaptive Aquatics program. The Adaptive Aquatics Assistant is supervised by the Adaptive Aquatics Director and may be either regular full-time or regular part-time.

General Responsibilities:

- Adheres to all Eagle Mount policies, procedures, and guidelines; maintains confidentiality of all participants.
- Promotes a culture of safety and risk management; maintains safety of all participants and volunteers.
- Represents Eagle Mount in a professional and courteous manner.
- Supports and advocates for the organization and its affiliated programs and partners.
- Maintains healthy relationships with the Eagle Mount community including participants, volunteers, and staff.
- Attends to administrative duties, attends required meetings, and staff training events.
- Exhibits patience, respect for others, appropriate stress management, and a desire to learn and grow.

Primary Duties:

- Supports program scheduling and communication activities.
- Supports the coordination of daily classes and aquatics activities.
- Supports the coordination of volunteer on-boarding, orientation, and training activities.
- Supports the coordination of volunteer scheduling and communication activities.
- Supports volunteers to ensure safe, effective and fun lessons.
- Supports the coordination of volunteer recognition activities and events.
- Serves as a lifeguard when staffing the aquatics center.
- Supports adaptive aquatics activities while ensuring participants are safe and engaged.
- Cares for and maintains program facilities, equipment, and supplies.
- Maintains appropriate records and documentation for participants, volunteers, and donors.
- Actively and thoroughly communicates program conditions to direct supervisor.
- Responds to organizational requests and electronic communication in a timely and professional manner.
- Maintains professional knowledge; completes appropriate professional development activities.
- Maintains confidentiality of participants and participant families.

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Eagle Mount employees may be required to perform duties outside of their normal responsibilities.

Minimum Qualifications:

- Strong communication, interpersonal, management and organizational skills
- Ability to lift or move objects up to 50 pounds
- Ability to work in warm, humid conditions, and to work in the pool for up to 4 hours
- Ability to work well with individuals of all ages, with a variety of disabilities
- Lifeguard, CPR, First Aid/AED certifications (*can be provided by Eagle Mount upon hire*)
- Proficiency in Microsoft Office products including Excel, Word, and Outlook.
- Ability to work flexible hours, including evenings and weekends.

- Reliable personal transportation.
- Strong interpersonal, management, and organizational skills.
- Ability to work independently and as a member of a team.

Desired Qualification:

- Valid driver's license and ability to be insurable per Eagle Mount's parameters.
- Previous experience working with individuals of all ages, with a variety of disabilities.
- Strong aquatics background.