



Adaptive Recreation Coordinator

Position Description

Position Overview

Eagle Mount Bozeman is a non-profit that provides adaptive recreation for people with disabilities and young people with cancer. The Adaptive Recreation Coordinator supports the preparation, delivery, and evaluation of seasonal adaptive recreation programs for Eagle Mount participants and families. Programs include a variety of recreational activities including downhill skiing and watersports. The Adaptive Recreation Coordinator is a year-round position with volunteer supervision responsibilities. Some evening and weekend work is required. The position is supervised by the Adaptive Recreation Director and serves as a member of the Program Team.

General Responsibilities:

- Adheres to all Eagle Mount policies, procedures, and guidelines; maintains confidentiality of all constituents.
- Completes required administrative duties, attends required meetings and staff training events.
- 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 Eagle Mount community including staff, participants, and volunteers.
- Promotes a culture of safety and risk management; maintains safety of all staff, participants, and volunteers.
- Exhibits patience, respect for others, appropriate stress management, and a desire to learn and grow.

Program Coordination Responsibilities:

- Coordinates participant scheduling and communication within the Adaptive Rec program.
- Coordinates programming logistics, both in the office and in the field.
- Plans and leads adaptive cross-country skiing, skating, and climbing activities.
- With other staff and independently, instructs participants and delivers safe and engaging program activities.
- In collaboration with other staff, maintains program facilities, equipment, and supplies.
- Monitors program progress and gathers accurate information for program reporting activities.
- Actively and thoroughly communicates program conditions to direct supervisor.

Administrative Responsibilities:

- Guides participant enrollment and ensures participant eligibility.
- Maintains accurate and confidential participant and volunteer records.
- Accurately records, enters, and manages program, participant, and volunteer data.
- Responds to organizational requests and electronic communication in a timely and professional manner.
- Maintains professional knowledge and required certifications/appropriate professional development activities.
- Attends all staff meetings and other organizational events as needed.

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

- Advanced snowsports skills and a passion for outdoor recreation.
- The ability to work in an outdoor setting for long periods of time in all weather conditions.
- Excellent interpersonal, verbal, and written communication skills.
- The ability to work independently and as a team member while managing risk, following all program policies.
- The ability to successfully work in a fast-paced environment which often requires management of multiple high priority tasks.
- A high level of positivity and initiative, with a commitment to a fun and team-oriented working environment.
- Proficiency in Microsoft Office products including Excel, Word, and Outlook.

- Ability to work flexible hours, including some evenings and weekends.
- Ability to lift or move objects up to 50 pounds.
- Reliable personal transportation; valid driver license and ability to be insurable per Eagle Mount's parameters.
- Basic CPR/first-aid certification (can be provided upon hire if necessary).
- Strong interpersonal, management, and organizational skills.

Desired Qualifications

- Experience working with individuals with disabilities and a desire to create an empowering, safe, and supportive environment.
- Knowledge of current standards, techniques, and best practices in adaptive recreation.
- Previous experience with program and event coordination.
- Previous experience with volunteer supervision.
- Knowledge of maintenance, repair, and documentation of adaptive equipment and facilities