



# Summer Recreation Assistant Position Description

## Position Overview

**Summer Recreation Assistants** support the preparation and delivery of summer adaptive recreation activities. Activities include flat water boating, rafting, swimming, hiking, zip lining, camping, and more. These are seasonal positions (June through August or September) that may be full or part time. Some evening and weekend work is required. The position is supervised by the Adaptive Recreation Assistant Director.

## General Responsibilities:

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

## Program Delivery and Coordination Responsibilities:

- Provides direct program delivery/participant instruction, ensures participants are safe and engaged
- Assists in maintaining program facilities, equipment, and supplies
- Assists with coordination of programming logistics, both in the office and in the field

## Volunteer Coordination Responsibilities:

- Participates in volunteer on-boarding, orientation, and training activities
- Provides direct supervision and guidance to program volunteers
- Ensures volunteers are performing according to Eagle Mount standards

**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

- Enthusiasm for Eagle Mount's mission
- Ability to work flexible hours, including evenings and weekends
- Reliable personal transportation/ability to arrive at Eagle Mount campus at required times
- Mobility to ensure safety of participants in varied terrain and conditions; ability to lift/move objects up to 50 pounds
- Ability to work independently (self-starter) and as a member of a team (take direction)

## Desired Qualifications

- Previous experience working with individuals of all ages, with a variety of disabilities
- Knowledge of current standards, techniques, and best practices in adaptive recreation
- Basic CPR/first-aid certification (can be provided upon hire if necessary)
- Valid driver's license and ability to be insurable per Eagle Mount's parameters
- Able to operate/drive fifteen passenger vans and trucks with trailers
- Previous experience with volunteer supervision