



Adaptive Arts and Horticulture Program Assistant 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 Arts & Horticulture Program Assistant** supports the preparation and delivery of year-round arts and horticulture activities for participants of all ages with physical and cognitive disabilities, young people impacted by cancer, and their families. Visual and performing arts activities include painting, printmaking, sculpture, dance, and theater. Horticulture activities include growing houseplants and vegetables in the greenhouses and garden, and running a Farmers' Market stand. This is a year-round, full-time position with some evening and weekend hours, and is supervised by the Adaptive Arts & Horticulture Program Director.

General Responsibilities

- Adhere to all Eagle Mount policies, procedures, and guidelines; maintains confidentiality of all constituents
- Promote a culture of safety and risk management; maintains safety of all participants and volunteers
- Actively and thoroughly communicate program conditions to direct supervisor
- Maintain healthy relationship with Eagle Mount community including participants, volunteers, and staff
- Exhibit patience, respect for others, appropriate stress management, and a desire to learn and grow
- Represent Eagle Mount in a professional and courteous manner
- Support and advocate for the organization and its affiliated programs and partners
- Attend required meetings and staff training events

Program Responsibilities

- Facilitates a variety of visual arts, performing arts, and horticulture activities
- Provides direct program delivery, including participant instruction and volunteer supervision
- Takes point on Farmers Market stands at the winter and summer markets (some evenings and Saturdays)
- Assists with plant care in program garden and greenhouses
- Assists in maintaining art and horticulture program facilities, equipment, and supplies
- Assists with volunteer onboarding, orientation, and training, and ensuring Eagle Mount standards are met
- Records participation and volunteer engagement data in accordance with organizational procedures

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 at required times
- Valid driver's license and ability to be insurable per Eagle Mount's parameters
- Able to work in inclement weather and greenhouse conditions
- Ability to work independently (self-starter) and as a member of a team (take direction)

Desired Qualifications

- Experience in visual or performing arts; especially dance, music, and/or theater
- Experience working with individuals of all ages, with a variety of disabilities
- Experience in horticulture, gardening, or farming
- Experience with program delivery and volunteer supervision
- Ability to lift/move objects up to 50 pounds
- Ability to drive fifteen-passenger vans and trucks with trailers
- Basic CPR/first-aid certification (can be provided upon hire if necessary)