



Big Sky Kids Assistant Director 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 Big Sky Kids (BSK) Program provides recreation-oriented programs for youth with cancer and their families. Programs include oncology camps, reunion events, and memorial activities. The **Big Sky Kids (BSK) Assistant Director** is a full-time seasonal position from April through August. The position is supervised by and works closely with the BSK Director, assisting in planning, managing, coordinating, and delivery of BSK programming. During overnight camp events, up to ten consecutive days with overnight presence are required in this position.

General Responsibilities:

- Adhere to all Eagle Mount policies, procedures, and guidelines; maintain confidentiality of all participants.
- Represent Eagle Mount in a professional and courteous manner.
- Support and advocate for the organization and its affiliated programs and partners.
- Maintain healthy relationships with Eagle Mount community including participants, volunteers, and staff.
- Attend to administrative duties, attend required meetings, and staff training events.
- Exhibit patience, respect for others, appropriate stress management, and a desire to learn and grow.

Primary Duties

- Support the Director in planning and facilitation of all activities.
- Support program scheduling and communication activities.
- Support the coordination of daily lessons and other program activities.
- Lead camp activities when needed.
- Care for and maintain program facilities, equipment, and supplies.
- Assist with recruitment of campers.
- Assist with recruitment, training, motivation, and recognition of volunteers.
- Assist Director with any nuances or changes that occur in programming.

Required Qualifications

- Ability to work flexible hours, including evenings, weekends, and overtime as needed for camp execution.
- Ability to work outdoors in a variety of temperatures and conditions.
- Ability to follow directions and manage time well, including being on time consistently.
- Strong interpersonal, management, and organizational skills.
- Ability to work independently and as a member of a team.
- Valid driver license and clean driving record and ability to be insured per Eagle Mount's parameters.
- Basic computer literacy required, experience with Word, Excel, Outlook preferred.
- Must pass a background check and have first aid/CPR/AED certification (all can be completed upon hire).

Preferred Qualifications

- Bachelor's Degree or equivalent experience.
- Experience working with people with a long-term illness and/or disability preferred.
- Experience in a summer camp environment preferred.
- Ability/willingness to learn to drive a trailer and large vehicles.

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.