



Adventure Days Assistant Director Job Description

Classification: Non-exempt	Hours Per Week: 40
Wage: DOE	Benefits: not eligible
Start Date: May 2019	End: September 30, 2019

General

The Adventure Days Assistant Director aids in planning, coordinating and leading the Adventure Days programs. This is a full-time, seasonal position reporting to the Adaptive Sports Director.

Responsibilities and Job Duties

1. Follows both specific and general Eagle Mount policies and directives
 - a. Maintains the highest standards of professional behavior and integrity.
 - b. Maintains healthy relationships with participants, volunteers, strategic partners, donors, community members, Eagle Mount staff, and others whose good will is essential to program quality.
 - c. Consults with the Adaptive Sports Director on questions, problems, procedures and policy decisions as needed.
 - d. Participates in organization-wide activities, events, and initiatives.
 - e. Advocates for Eagle Mount and its mission.
2. Assists in planning, coordinating, and leading Eagle Mount's Adventure Days Programs.
 - a. Coordinates closely with the Adventure Days Program Staff on program details.
 - b. Works directly with representatives of Gallatin & Park County, National Forest Service and greater Yellowstone area business owners, Bozeman Public Schools, sponsors, and cooperating organizations such as Reach and Counterpoint regarding scheduled summer programming.
 - c. Ensures the safety of participants, volunteers and staff at all times.
 - i. Maintains all equipment in good working order.
 - ii. Ensures a good match between volunteers, participants, and staff.
 - d. Assesses participants and assists them and their families in setting appropriate goals for the program.
 - e. Designs recreational activities to promote safe, fun, beneficial individual and group experiences.
 - f. Recruits, trains, motivates, manages, and recognizes volunteers.
 - g. Aids in training, teaching & learning activities for staff, volunteers and participants to promote safe, fun, beneficial outdoor summer experiences in kayaking, rock climbing, rafting, hiking, fishing, etc.
 - h. Develops program schedules with partner organizations, vendors, teachers, families, volunteers and others as necessary.
 - i. Monitors progress and keeps appropriate records for participants, volunteers, and donors.
 - j. Develops presentations, informational and promotional materials.
 - k. Prepares statistics and reports on program activity.

3. Interacts and communicates with participants, families, volunteers, board members, staff and community members.
 - a. Exhibits patience, respect for all, a desire to learn more, and handles busy situations effectively.
 - b. Represents Eagle Mount and its programs whenever and wherever the opportunity arises.
 - c. Promotes program growth and development.

Employment Standards

1. Education
 - a. Bachelor's degree preferred
 - b. Adaptive sport certifications a plus
2. Work Experience and skills
 - a. Previous experience working with people with disabilities.
 - b. Experience in summer outdoor adaptive sport techniques preferred.
 - c. Excellent interpersonal, communication, organizational, and computer skills.
 - d. First Aid/CPR Certification
 - e. Valid driver's license

The Successful Applicant Will:

1. Demonstrate resourcefulness, empathy, a commitment to safety, and a positive attitude.
2. Empower and inspire volunteers to deliver excellent programs.
3. Be a team player.
4. Maintain strict confidentiality of clients.