

Higher Ground Sun Valley Job Description



Position Title	Recreation Program Coordinator
FLSA Status	Non -Exempt
Reports To	Director of Recreation Programs
Compensation	Base (Salaried)

The mission of Higher Ground Sun Valley (HG) is to enhance quality of life through inclusive therapeutic recreation, adaptive sports, education and advocacy for people of all abilities. Reporting to the HG Director of Recreation Programs, the Recreation Program Coordinator is responsible for various adaptive programming for the recreation department, including planning and support. Primary responsibility in the summer months is to plan, coordinate and execute day camp programs. Primary responsibility in the winter months is to plan and coordinate the programs and instruct winter adaptive snowsports lessons. The rest of the year's focus is to provide support for all recreation programming and events.

Position Responsibilities and Duties

Specified:

- Summer season – coordinate camp activities, summer paddling clinics, Idaho School for the Deaf (ISDB) Adventure Club multiday event, Off road handcycle (ORH) rides and local bike rental program.
- Winter season – Help coordinate Special Olympics programs and Idaho School for the Deaf and Blind day events and adventure club multi-day events.
- Provide support in keeping participant profiles up to date, progress notes on the participants for each program and end of program summary to the parents/therapists/teachers.

Implied:

- Coordinate with recreation managers on what areas of programming they need most assistance and create a task list of areas to support. These programs include:
 - Special Olympics programs
 - ORH and Road Bike programs
 - ORH Annual Event
 - Adaptive Snowsports lessons
 - Paralympic Youth Camp
 - Backcountry camp
 - Sessions/OOTG/ISDB/Local special education classes

The above statements are intended to describe the general nature of work performed by the employee in this job.

Key Interfaces:

- Director of Recreation Programs
- All recreation staff; in particular, Recreation Program Manager, Youth Program Manager, summer counselors
- Volunteer Coordinator
- Director of Adaptive Sports, adaptive snowsports instructors and volunteers
- Local business partners and community partners
- Participants and parents
- Teachers; Physical, Occupational and Speech Therapists

Position Scope:

- Geographic Information: Primary responsibility in Sun Valley, Idaho, but moderate travel may be required internal and external to the State of Idaho
- Commercial Driver's License (CDL)

Requirements:

- Higher Ground Recreation Program Coordinator role may require:
 - Travel
 - Adaptive Sports related conferences
 - PSIA Education Events
 - Program events in the regional area
 - Regular participation in recreation programs and with program participants
 - Occasional lifting equipment and gear up to 50-75 pounds
 - Being flexible and adaptable in successfully managing the organization's growth
 - Occasional evening and overnight program events
 - Participation in organizational fundraising and community awareness events

Contact Info:

To apply for this position, please submit cover letter, resume, and three references via email to:

Cara Barrett

Email: Cara@highergroundusa.org

*Submissions without a cover letter will not be considered

Equal Opportunity Employment

Higher Ground Sun Valley Inc. is an equal opportunity employer. We are committed to maintaining the hiring practices and work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.

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