



**Title of Position:** Summer Adaptive Program Coordinator

**Location:** Hailey, Idaho and the surrounding area

**Employment Dates:** Seasonal, Mid-May-September

### ***What is Higher Ground***

The mission of Higher Ground USA (HG) is to enhance quality of life through therapeutic recreation and education. Reporting to the Adaptive Program Manager(s), the Summer Adaptive Program Coordinator's primary responsibilities include the planning, coordination, and facilitation of all aspects of assigned summer adaptive programs.

### ***Eligibility and Requirements***

Our Program Coordinator must be at least 18 years of age, preferred First Aid and CPR certifications, experience working with kids, and be able to commit to an entire season. Above all, Higher Ground is looking for instructors who are self-motivated, take initiative, and have a desire to work with people with disabilities.

#### **Assigned programs that the coordinator may oversee include:**

- Cycling – mountain biking, gravel riding, beginner cycling
- Water sports- sailing, swimming, kayaking
- Hiking/Field trips

#### **The following skills are preferred:**

- Strong personal cycling, watersports, or hiking skills
- Knowledge of local trail systems
- Experience in coaching and/or teaching
- Outdoor experience and knowledge
- Wilderness First Responder/Wilderness First-Aid Certifications
- Gear maintenance skills and knowledge
- Group leadership experience and group management skills

### ***Position Responsibilities and Duties***

*Working under the direction* of the ADS Program Manager to:

- Plan, schedule, and facilitate adaptive recreation programs as assigned
- Maintain risk management and safety protocols, including incident reporting
- Manage and oversee program delivery and equipment needs (including driving vehicles/trailers, correct and safe use of equipment, equipment/program logistics, maintenance records)
- Maintain budget (submission and tracking of receipts)
- Assist in part time staff training for assigned program
- Prepare for adaptive lessons (plans, equipment, etc.) with participant information available to you in advance
- Conduct participant assessments and tailor activities to meet individual needs
- Ensure completion of progress notes after each program
- Attend training opportunities and meetings

- Submit completed time off/leave request form to supervisor for approval a minimum of two weeks prior to requested time off
- Supervise and engage with all participants during program hours
- Other duties as assigned

***Schedule & Compensation***

- 20-40 hours/week depending on program load
- Starting wage \$23-\$28/hour dependent on individual experience

Contact the Adaptive Team with interest in this position by sending resume and cover letter to:

[adaptiveinfo@highergroundusa.org](mailto:adaptiveinfo@highergroundusa.org)

208.720.7578