



Ascendigo Autism Services, Inc.

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Job Description for: Lake Sports Manager	As of: 12/05/2018
Reports to: Adventures Director	Section: Ascendigo Adventures
Classification: Summer - Full Time Seasonal	Term: June 7 - August 9

About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with Autism Spectrum Disorder through outdoor and sports education, adventure camps, community integration and an array of autism focused behavioral health services. We are headquartered in the beautiful Roaring Fork valley of Colorado, and provide programming from Aspen to Rifle.

Clinical basis: Ascendigo, welcomes people ages 5 and up with Autism Spectrum Disorder, including classic Autism, Pervasive Developmental Disorder, Not Otherwise Specified (PDD-NOS), Asperger's and related diagnoses. Our skills trainers and sports specialists use positive reinforcement across our behavioural services, educational, and sports programming based on a clinical modality based on the Denver model - a Naturalistic Development Behavioral Intervention. Clinical services, oversight and ongoing staff training are under the auspices renowned autism expert Diane Osaki and her group, as well as our in-house Board Certified Behavioral Analyst.

Adventure Camps: Participants of any athletic ability can succeed. We pride ourselves in ensuring progress in our sports while having lots of fun. Current sports and outdoor programming include summer, fall and winter camps and individualized services. We continually seek to expand our offerings. Camp activities include hiking, climbing, river rafting, lake & boating sports, biking (mountain & road), horseback riding - as well as winter skiing and snowboarding at Aspen/Snowmass.

Behavioral Intervention Services: Community integration and behavioral health activities include our Adult Enrichment programs serving the Roaring Fork Valley out of Carbondale, and upcoming programming for school age children.

General Staff Requirements: All of our staff help to ensure that our programs and services contribute to our mission, reflect the organization's priorities, and meet the expectations and needs of the families we serve, our donors and the Board of Directors. Each staff member should act in a professional manner, exhibit behavior to the general public and our families, which reflects positively on our organization, and be respectful of our participants, their families, and other staff. A sense of responsibility, and concern for confidentiality are expected. We value and like working with people on the autism spectrum and are rewarded by their success in our programs – we are looking for staff that feel the same.

Hiring and continued employment is contingent upon the following:

- Compliance with all Ascendigo licensing requirements relevant to your position.
- Compliance with good practices standards of care for special needs children and adults.

- Compliance with Ascendigo written professional standards and Ascendigo policies and procedures, including a no alcohol/no drug policy while on duty or at any time when present at an Ascendigo managed facility or activity.
- Three positive character references, clean criminal background checks, clearance to work at Ascendigo by your healthcare professional, and agreement to abide by the Ascendigo Employee Handbook.
- Completion of any required online learning modules prior to arrival.
- Successful completion of Ascendigo hosted prerequisite trainings. Depending on the program, this will include some combination of CPR/First Aid, sports proficiency training, autism training, and local terrain orientation.
- Adequately carrying out the job responsibilities outlined herein.

Confidentiality: In the course of performing and fulfilling your duties, you may have access to and/or be entrusted with confidential information concerning Ascendigo, its donors, or its participants and their families. You agree that you will not disclose any such confidential information to any outside party, except as required in the normal course of your engagement. You will take all reasonable precautions necessary to secure Ascendigo’s materials, electronic, intellectual and otherwise, and to protect the privacy of employees, volunteers, campers and their families, and donors.

Program Staff Requirements: Program staff, which includes all staff with direct client contact, will work under the direction of Ascendigo management as well as both our in-house and consulting behavioral health professionals. We expect our staff to create and maintain a positive learning environment and to prioritize the health, safety and comfort of our participants - use good judgment and ask for help when needed. Program staff will be asked to attend several staff meetings each week and to be available to Ascendigo management for ongoing discussions and feedback. We ask the program staff to maintain open lines of communication with parents and families. In many ways, you are in the guest services business and this means the highest level of guest service and satisfaction is expected.

Job Summary: The Lake Sports Manager oversees the coordination and administration of all aspects of the Lake program including planning, organizing, staffing, leading, and controlling program activities. The LSM will also work with the entire Adventures Team on year around programs and marketing of those programs. The LSM works closely with a team including the Adventures Director, Executive Director.

Salary range is based on relevant experience, education, years at Ascendigo, relevant certifications, and availability.

Essential Job Functions: The LSM reports to the Adventures Director and performs a wide range of duties including the following:

Planning and Developing Programs

- Plan the delivery of the overall program and its activities in accordance with Ascendigo’s mission and the goals of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Assisting with all Ascendigo Adventure Programs in staff supervision, development, implementation, delivery, family interaction and training

Organize Programs

- Ensure that program activities operate within the policies and procedures of the organization

- Ensure that program activities comply with all relevant licensure and professional standards
- Develop and maintain forms and records to document program activities
- Oversee the collection and maintenance of records on the clients of the program according to the confidentiality/privacy policy of the organization

Lead the Programs

- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards
- Supervise program staff by providing direction, input and feedback
- Communicate with clients to gain community support for the program and to solicit input to improve the program
- Liaise with other Sports Managers to ensure the effective and efficient program delivery
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency, i.e. marketing of all programs
- Maintaining of all Ascendigo Lake Program equipment (De-winterizing of boats, cleaning of all equipment, changing and maintaining proper fluid levels in all boats, updating all registrations, state permits, confirming insurance, etc.)

General Qualifications:

- Passion for Ascendigo's mission
- Knowledge of Autism Spectrum Disorder
- Minimum of 2 year experience in managing camps or similar programs
- 3-5 years experience in program planning and implementation
- Valid driver's license with clean driving history
- At least 21 years of age
- Certifications: CPR for Child and Adult & Basic First Aid
- Fingerprints, background checks and approval by Colorado Human Services are required

Sports Qualifications:

- A. Be able to instruct a variety of water sports skills appropriate to the needs and progression of the athlete:
 - a. Use proper communication and language to achieve the most success with an athlete.
 - b. Be competent at the sports we offer within the lake program.
 - i. Wakeboarding
 - ii. Waterskiing
 - iii. Wake surfing
 - iv. Kneeboarding
 - v. Tubing
 - c. Understand the rules, terminology, and hand signals used in boating and towed water sports.
 - d. Have the confidence, strength, and balance to work on and off of the swim platform.
 - e. Have knowledge and experience with how to effectively use a boom.
- B. Possess or be able to obtain a lifeguard certification.
- C. Have the boating knowledge to implement rules from a boater safety course.
- D. Be competent with and know how to tie/attach these ropes: surf rope, wakeboard rope, docktie rope.
- E. Be able to supervise students in our Lake program. Understanding situational awareness and the risks involved working and being in and around a lake with other moving vessels.

- F. Be able to effectively teach basic water skills, including to but not limited to proper use of life jackets and safety gear, general lake/boating safety, proper swim techniques.
- G. Proper boat care and cleaning skills are necessary.
- H. Have an understanding of teaching progressions and data collection for Ascendigo athletes.

Knowledge, Skills, Abilities:

- Ability to effectively present information and respond to questions from supervisors, co-workers, volunteers, members, parents, donors and the general public.
- Excellent situational awareness
- Able to make sound decisions, with little direction
- Excellent customer service skills
- Ability and willingness to work as a “team” member
- Organized, detailed oriented and possess excellent interpersonal communication skills
- Enthusiastic, dependable and a sense of humor
- Individual must be high energy outgoing and self-motivated.
- Ability to work individually and self-driven with projects.
- Team player in a dynamic and fast-paced environment and have the ability to multi-task.
- Demonstrate ability to solve problems, analyze systems and suggest appropriate solutions.
- A high degree of organization, prioritization and time management is needed for this position.
- High attention to detail and flexibility
- Understanding of the Ascendigo mission as well as a commitment to be a positive role model
- Even-tempered and able to adjust tasks in accordance with changing priorities.
- Able to demonstrate patience and maintain a calm demeanor

Equipment Used:

- Be familiar and proficient with all necessary water sports equipment including but not limited to: wakeboards, water skis, wakesurfers, kneeboards, tubes, handles, and ropes.
- Have advanced rope and knot knowledge.
- Have the ability to choose the appropriate equipment for a specific athlete.
- Must be able to drive camp van or truck.
- Must be able to drive, reverse, and park a trailer.
- Possess general boating and boat driving knowledge.
- Have an understanding of general boat maintenance.

Physical Requirements:

- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Have the required agility to safely maneuver within the boat and to get in and out of the boat.
- Maintain balance while working on the swim platform.
- Possess physical ability to safely and effectively dock start while surfing tandem with a participant up to 125 lbs.
- Some physical requirements of the sports specialist position could be endurance including climbing, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate all facets of the activity. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 75 lbs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.