



ELEVATING THE SPECTRUM
FOR INDIVIDUALS WITH AUTISM

Job Description

Job Description for: Adventures Coordinator (AC)	As of: March 7, 2019
Reports to: Adventures Program Manager (APM)	Section: Adventures
Classification: Salaried Exempt	Term: Full-time, year-round

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, employment, 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 for individuals with autism of all ages from Aspen to Rifle.

Job Summary: The Adventures Coordinator will be involved in all aspects of the Adventures program including but not limited to: program development, organization, logistics, hiring, scheduling, and program delivery. In addition, the Adventures Coordinator will manage the therapeutic elements of our summer, fall and winter programming, which includes lesson planning and data collection. The position will involve assisting the Adventures Program Manager and the Coordinator may be required to step into that role at certain times, and/or under certain circumstances. The Adventures Coordinator will also have administrative duties prior to, during, and after program delivery. He/she will work closely with campers and seasonal staff. Finally, the Adventures Coordinator will serve as the Internship and Volunteer coordinator for the department. This provides the opportunity for the AC to be involved with: staff training, mentoring, instructing (modeling Ascendigo's teaching methods), behavior intervention and de-escalation.

Essential Job Functions:

- **Logistics, Administration, Programs & Services:** plan, organize, and implement Adventures programs, logistics, and activities in accordance with Ascendigo's mission and the goals of the organization
 - Ensure that program activities comply with all relevant licensure and professional standards (e.g. CDHS and other professional and legal compliances)
 - Manage the Winter AVSC and Fall Saturday programs
 - Assist in management of summer media team and supervision of all media and I/T equipment; including pictures and videos for on-going needs pertaining to marketing, branding, curriculum, etc.
 - Fleet Management and Upkeep
 - Inventory Management
 - Oversee third party funding – research, development, and feasibility
- **Recreation Therapy:** manage the therapeutic elements of Adventures and Recreational programming including lesson planning, data collection, and curriculum development
 - Work closely with staff, coaches, instructors and campers to ensure fidelity and efficacy is meeting the standards as outlined by the Ascendigo Curriculum
 - Oversee the collection and maintenance of records on the clients of the program

according to the confidentiality/privacy policy of the organization and manage Camper Files

- Ability to teach skiing to beginners with autism and eventually higher levels (ability to also teach snowboarding is a plus)

- **Staff, Internship, and Volunteer Coordinator:**

- Work with APM to develop, manage, and coordinate a robust volunteer pool
- Oversight of internships; including organizing weekly trainings and fulfillment of school requirements
- Establish and implement a performance management and evaluation process (mid-term and final evals) for all program staff, including interns and volunteers
- Assist with overseeing and supporting our neuro-diverse staff during camp
- Supervise program staff in-the-field and provide direction, input and feedback

- **Curriculum and Training:**

- Develop and maintain toolkits, curriculum tools, and sensory-kits for all program participants
- Works hands-on with campers as necessary; in the role of instructor or coach; to model the highest standards of the Ascendigo Method
- Assist with year-round adventures training and participate on the "Ascendigo Training Team"
- Assist with curriculum and training development as needed

Other Job Duties:

- Fills in where needed to help support and relieve management
- Ensure ethical practice and integrity with regard to incident reporting, treatment fidelity and parent communication

Qualifications:

- Bachelor's degree in therapeutic recreation or related field
- Designation as a Certified Therapeutic Recreation Specialist (CTRS) through the National Council for Therapeutic Recreation Certification (NCTRC) strongly preferred
- Minimum of 3-5 years of direct-care service with individuals who have autism or related disabilities
- At least one year of experience in coordinating camps or related services
- At least three years of managerial/supervisory experience, or willing to learn these skills

In addition, the Adventures Coordinator:

- Must be age 21 or over and have legal working status
- Must maintain a valid driver's license and clean driving record
- Certifications: CPR for Child and Adult & Basic First Aid
- Fingerprints, background checks and approval by Colorado Human Services are required

Knowledge, Skills, Abilities:

- Competent in Microsoft Office suite including Outlook, Word, Excel and PowerPoint

- Ability to effectively present information and respond to questions from supervisors, co-workers, volunteers, members, parents, donors and the public
- Knowledge or willing to learn and become proficient in technology specific to people with disabilities
- Excellent situational awareness
- High emotional intelligence
- 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
- Able to set and meet deadlines
- Enthusiastic, dependable and a sense of humor
- Even-tempered and able to adjust tasks in accordance with changing priorities.
- Bi-lingual a plus
- 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 to enable candidate to meet project deadlines

Personal Characteristics: The Adventures Coordinator should be committed and passionate about the Ascendigo mission of a holistic, active, community-based, independent, and person-centered life. He/she should believe in the dignity and potential of our clients. Additionally, the Adventures Coordinator should:

- **Show leadership, responsibility, and dependability** and follow through on tasks with modest supervision.
- **Be diplomatic and discreet:** commitment to maintain strict confidentiality and respect of residents and the privacy of residents and their families.
- **Be proactive:** taking the initiative, willing to pitch in and assist.
- **Behave ethically:** understand ethical behavior and business practices as it pertains to BACB guidelines, and ensure that their own behaviors and the behavior of all clinical staff is consistent with these standards and aligns with the values of Ascendigo.
- **Build relationships:** establish and maintain positive working relationships with others, both internally and externally, to achieve program and client goals.
- **Communicate effectively:** speak, listen, and write in clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** develop innovative ways to improve operations of clinical programming and to create new opportunities and expand its network.

- **Focus on client needs:** anticipate, understand, and respond to the needs of clients to meet or exceed their expectations and provide high quality support.
- **Foster teamwork:** work cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- **Lead:** positively influence others to achieve results that are in the best interest of Ascendigo and our clients.
- **Make decisions:** assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of Ascendigo and our clients.
- **Organize:** set priorities, develop a schedule to accomplish required tasks monitor progress toward goals, and track details, data, information, and activities.
- **Solve problems:** assess problems situations to identify courses, gather and process relevant information, generate practical solutions, and make recommendations and/or solve the problem.

Physical Requirements/Equipment Used: Physically able to meet the job functions outlined in this document – including lifting inventory up to 45lbs; and physically assist participants in outdoor recreation activities; including use of full physical prompts for teaching or safety, competent to learn innovative technologies related to disabilities, good physical fitness as it pertains to the job functions of this position.