



Job Description Therapeutic Adventure Program Project Coordinator

This position is on average 32 hours a week, and year round employment. TMC is a nationally recognized and accredited 501(C)3 educational and therapeutic organization that, since 1979, has been dedicated to promoting personal discovery and social change among youth, families and groups through the use of creative learning experiences in wilderness, community and cultural environments. We provide unique opportunities for people to transform their lives through remarkable experiences and adventures.

Essential Duties and Responsibilities

- Designs programs utilizing prescriptive programming concepts. Demonstrates evidence of creativity and sound program preparation. Adapts group and individual goals and activities to meet the needs of the clients and group.
- Conducts program briefing and debriefing sessions with program staff. Responsible for completion of all program paperwork in a timely manner, activity report, pre and post surveys, program evaluation, and incident reports. Creates and maintains program/client files. Is compliant with HIPAA standards of documentation.
- Consults with course manager, when appropriate and possible, regarding any significant, and/or expected alterations or occurrences, i.e. cancellation, program problems and incidents. Follows up with the course manager post program and relays pertinent information regarding programs.
- Communicates to course manager course areas and applies for day permits or communicates to permit manager wilderness program permit needs.
- Ensures that all policies and procedures are adhered to at all times.
- Understands adventure program theory and concepts and embodies a clear knowledge of technical, physical, and emotional risk.
- Attend staff meetings and team meetings.
- All duties as assigned.

Minimum Qualifications

- High school degree, equivalent or higher
- Experience in working in group settings
- Experience with therapeutic programming and experiential education

- Excellent time management skills as well as meeting deadlines
- Excellent communication written, oral, electronically
- Wilderness First Aid and CPR, if not current with in the first 6 months of employment
- Pass a CYFD criminal background check
- Clear driving record and valid driver's license with no restrictions
- Possesses the mental resolve to deal with complex, highly emotional and/or stressful situations
- Excellent interpersonal skills with the ability to effectively listen and offer solutions without passing judgment
- Ability to maintain highly confidential information in a professional manner (in accordance with federal HIPAA and 42CFR part 2 regulations)
- Ability to work with others in a team and collaboration efforts
- Proficient in Microsoft Office including Word, Outlook, Access and Excel
- Working knowledge of standard office equipment (personal computer/laptop, phone with voicemail, fax, copier, etc.)
- Ability to read and comprehend complex documents; to respond effectively to the most sensitive inquiries or complaints; to prepare correspondence, presentations and articles as may be necessary; and to communicate effectively with staff and clients/participants
- Ability to establish and maintain effective relationships within the community. Demonstrated capacity to effectively market the Mountain Center's programs while strategically developing community networks to establish and/or maintain continued support for TMC
- Familiarity with the social, cultural and economic make-up of New Mexico or service area and ability and willingness to work with diverse populations

Americans with Disabilities Specifications: This position requires long periods of sitting at a desk in front of a computer. Presentation and community outreach tasks may require the employee to sit or stand for long periods of time. Extensive travel, typically by automobile; must be comfortable driving on unpaved/uneven roads and in inclement weather, during sunrise/sunset and in the dark. Employee must have the ability to clearly communicate in person and on the telephone in the decibel range of normal conversation levels. In addition this positions requires the ability to lift 75 lb unassisted and assisted when over 75 lbs. In addition, this position requires excellent eye hand coordination, the ability to hear normal conversations in situations that are noisy due to equipment noise, extensive walking, uneven ground, ability to climb, reaching, pulling and pushing 75 lbs or more and work at heights of 60 feet and or more.

Work Environment: Normal office environment and requires frequently working outdoors, in varied weather.

Equipment Used: Personal computer and standard office equipment (phone with voicemail, fax, copier, scanner ten-key calculator). Frequent use of tools used in building repairs such as; saws, drills, wrenches, screwdrivers, and other hand tools, ability to climb ladders. Other equipment used are ropes, carabiners, and harnesses.

The position provides 32 hours of work per week/weekends; hourly range is \$16-\$18

Our work centers around LGBTQ+ individuals, people of color, individuals in recovery, people with various diagnoses and abilities, and other marginalized communities. Therefore, we strongly encourage people with these identities and from these and other marginalized communities to apply.

If interested, please email a cover letter, resume, and application
<https://themountaincenter.org/pdf/TMC-Employment-Application.pdf>