



**Job Description**  
**Emergence and Therapeutic Adventure Program**  
**Project Coordinator and Emergence**

*This position is designed to support the growth of the Emergence program and has a large role in Native programs for the Mountain Center as well as other Therapeutic Adventure Programs. Special to this position to support growth in the Emergence Program is that this position engages in outreach with oversight and in tandem with the Emergence Program Manager. Outreach for this purpose is to educate the community of the service we are providing to the Native communities of New Mexico, and to recruit possible programming.*

---

**Name:**

**Date:**

**Reports to: TAP Program Manager**

**Accountable for the following:**

---

**Essential Duties and Responsibilities**

**Emergence and TAP Project Coordinating**

- 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 the 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.
- Sets up safety briefings with course manager

- Communicates to course manager course areas and applies for day permits or communicates to permit manager wilderness program permit needs
- Ensures that all SFMC 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. Demonstrates ability to articulate SFMC philosophy to agencies and staff.
- Understands Project Coordinating/Course Management section in SFMC 101 in Staff Handbook.
- Attend staff meetings and team meetings

### **Emergence Program Support**

- Supports the Emergence Program Manager (PM) in outreach efforts such as community events, trainings, and meetings to inform others of the program.
- Along with the PM influence strategic planning of Emergence program as well as supports the design in curriculum and implementation.
- Support training new staff on Emergence approaches to working in Native communities and designing culturally appropriate programming that fits the needs of the Native communities we are serving.
- Supports the onboarding process of new Emergence staff as well as supports the PM with strategic goals for the Emergence Program

### **Administrative, programmatic and other responsibilities**

- Oversees evaluation data for TAP and supports staff in meeting deadlines for evaluation as well as collecting all data and prepare for evaluation reports
- Supports staff meeting deadlines for activity reports and notifying of process and system changes.
- Works closely with the Executive Director for the auditing of activity reports and billing of TAP programs.
- As a member of the operations team, supports various projects and problem solving and improving systems

**Note:** This position is part of Emergence, a Native-led program. In accordance with Indian Preference policies, qualified candidates of American Indian or Alaska Native heritage will receive preferential consideration in the hiring process

### **Minimum Qualifications**

- High school degree or equivalent
- Experience in working in group settings
- Strong interest in therapeutic programming
- 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

### **Skills, abilities and experience pertinent to role**

- Excellent interpersonal skills with the ability to effectively listen and offer solutions without passing judgment
- Ability to communicate in English, both verbally and in writing

- Ability to maintain highly confidential information in a professional manner
- 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.)
- Solid driving skills due to extensive travel; willing and able to use personal vehicle for local travel on Center business; with valid driver's license and proof of insurance
- Familiarity with the social, cultural and economic make-up of New Mexico or service area and ability and willingness to work with diverse populations

**Equal Employment Opportunity:** Santa Fe Mountain Center provides equal employment opportunities to all qualified individual without regard to race, color, religion, ancestry, national origin, age, sex, spousal affiliation, sexual orientation, gender identity, non-disqualifying physical or mental handicap or disability, or serious medical condition.

**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 position 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.

**Job Responsibilities Notes:** The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Santa Fe Mountain Center may change the specific job duties with or without prior notice based on the needs of the organization.

**ACKNOWLEDGEMENTS**

**Creation Date:**

**Revision Date:**

**Supervisor: I have approved this job description and reviewed with my employee.**

Signature:

Date:

**Employee: I have reviewed this job description with my supervisor and acknowledge receipt.**

Signature:

Date:

**Executive Director**

Signature:

Date:

**The signed acknowledgement will be sent to Human Resources for inclusion in the personnel file.**