



Job Description

Therapeutic Adventure Program

Project Coordinator

This position is designed to support the delivery of services in the Therapeutic Adventure Program. Project Coordinators in the Therapeutic Adventure Program support delivering nature-based therapeutic programs to a wide range of populations and communities.

Essential Duties and Responsibilities

Project Coordinating

- Design 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 reports, pre and post-surveys, program evaluations, 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.
- Set up safety briefings with the 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 TMC 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 TMC philosophy to agencies and staff.
- Attend staff meetings and training
- Maintains current first aid and CPR certification.
- Consults reference materials, manuals, etc.
- Does required paperwork, including activity reports, evaluation and timesheets

- All duties as assigned

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: The 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 50 lb unassisted and assist when over 50lbs. 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 use 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. The Mountain Center may change the specific job duties with or without prior notice based on the needs of the organization.

The position provides 40 hours of work per week with benefits. Pay is between \$17 and \$22 an hour depending on experience. Benefits offered - paid time off, sick leave, 11 holidays health insurance, dental/vision, and 403b retirement.

The Mountain Center is an Equal Opportunity Employer. Our work centers around people of color, individuals in recovery, and other marginalized communities. Therefore, we strongly encourage people with these identities and from these and other marginalized communities to apply.