



All Out Adventures
outdoor recreation for people of all abilities

297 Pleasant St., Northampton, MA 01060 • (413) 584-2052 (tel) • (413) 584-2819 (fax)
www.alloutadventures.org • info@alloutadventures.org

Job Title: Program Assistant

Program Assistants work in partnership with Program Leaders, Program Coordinators, and Volunteers to operate participant-focused, high-quality outdoor recreation experiences to people of all ages and all abilities. Program assistants are pro-active and ready to assist in a variety of capacities as directed by the day's Program Leader(s). Program Assistants conduct themselves in a professional manner in interactions with program participants, other staff, and the general public, recognizing that they represent the organization while working.

Schedule

- Mid-June through late August, including 8 mandatory training days in June
- 30 – 37.5 Hours per week, must be available both weekdays and Saturdays

Responsibilities

- Assist the Program Leader in the facilitation of participant-focused high quality outdoor recreation programs for people of all ages with disabilities, seniors, and veterans. Programs include kayaking, canoeing, stand up paddle boarding, and cycling.
- Load and unload vans and trailer; move gear to set up programs
- Accurately follow written checklists for program set up and break down
- Oversee participant sign-in, waivers, and fee collection
- Provide small group or 1:1 assistance at programs (ie, acting as a tandem paddler in a kayak or a captain on a tandem bike)
- Complete tasks as assigned during program downtime, including but not limited to: filing, gear or vehicle maintenance, phone calls, and errands
- Ride with Program Leader from our Northampton office to program locations up to 2 hours away across the state
- Follow all program and organizational protocols in consultation with and under the direction of the day's Program Leader



We promote health, community and independence for people with disabilities and their family and friends through outdoor recreation.



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Qualifications

- Current First Aid/CPR/AED certification (to be obtained before June 15)
- Personal experience in one or more of the following areas:
 - Paddling (kayak, canoe, SUP)
 - Cycling
 - Hiking
 - Bike repair and maintenance
- Comfort interacting with people of all ages and all abilities and working as a member of a team
- Ability to work long days outdoors in sun, heat, and other summer conditions
- Ability to lift and carry outdoor gear such as paddle boards, kayaks, adaptive cycles, etc.
- Ability to receive direction from Program Leaders and then carry out assignments independently

To Apply

Send a resume and cover letter detailing your experience and interest to Executive Director Karen Foster at: kfoster@alloutadventures.org. Applications accepted until position is filled.



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