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
Qualifications

• Current First Aid/CPR/AED certification (to be obtained before June 15)
• Personal experience in one or more of the following areas:
  o Paddling (kayak, canoe, SUP)
  o Cycling
  o Hiking
  o 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.