

JOB DESCRIPTION

OUTDOOR ADVENTURE PROGRAMMER

Status: Seasonal
Salary: \$10.00/hour; 40 hrs. wk./14 weeks
Reports To: Program Naturalist
Classification: Intermediate- Employee will supervise volunteers

The position of **outdoor adventure programmer** directly involves but is not limited to the following duties:

1. Leads the planning, and operation of summer adventure camps including supervision of attendees, development and implementation of lessons and activities, and supervision of youth volunteers.
2. Leads operation of the Paddle the Pond program, a family-friendly open format canoeing program every Monday evening June through August, which involves supervising volunteers, managing paddling equipment, and educating participants on land and water.
3. Assists in the daily operation of facilities, trails, and surrounding area. May include opening and closing buildings, and light maintenance such as litter pickup, cleaning, plant trimming, etc.
4. Responds promptly to inquiries and communicate natural, programming, and park-related information through personal contact, telephone, and the internet. May also include information regarding recreational gear, suggestions, and adaptive solutions.
5. Facilitates Park District displays and positively interacts with visitors at fairs, festivals, and special events.
6. Responsible for cleaning, repairing, transporting, storing and operating program materials.
7. Operates Park District vehicles. May include a 14-passenger bus while towing a trailer. Personal vehicle for park use may be required situationally.
8. Works a flexible schedule including evenings, weekends, and holidays when necessary up to 40 hours per week.
9. Must be able to lift and carry up to 50 lbs. without assistance, be comfortable in and around water (canoe, kayak), able to bend, crouch and be comfortable with heights.
10. Maintains current certifications in CPR and First Aid. Wilderness First Aid preferred.

11. Performs other duties as assigned by the program coordinator or program staff that are deemed appropriate and necessary for the position.

Requirements: Must be pursuing or have graduated from an undergraduate or associate's degree program in recreation, education, environmental studies, or a related field or have equivalent combination of relevant education and experience. Must be able to work with and lead groups of all ages and abilities. Must possess good organizational, computer competency, GPS/GIS literacy, and communication skills. Must be able to work outdoors for extended periods of time in all weather conditions. Must possess a valid driver's license.