



Camps and Custom Groups Assistant

Title: Camps and Custom Groups Assistant

Reports to: Camps and Volunteer Manager

Position Status: Part-Time / Seasonal / Non-benefited

Compensation: \$18 - \$21/hr

Please email cover letter and resume to susan@steamboatstars.com with "Camps and Custom Groups Assistant Applicant" as the subject line.

Position Summary

Steamboat Adaptive Recreational Sports (STARS), a nonprofit organization with the mission to empower and enrich lives through adaptive recreational activities, is seeking a passionate and dedicated individual to serve as our Camps and Custom Groups Assistant. The Camps and Custom Groups Assistant will be responsible for assisting the organization, and facilitation of scheduled STARS camps and private groups. This position will assist with a wide variety of activities that STARS' camp and group participants take part in. Additionally, the Camps and Custom Groups Assistant will assist with the logistical details for all things camps and groups related including transportation, auxiliary activities, vendors, meals, and lodging assignments. The Camps and Custom Groups Assistant will report to the Camps and Volunteer Manager and work with STARS staff to ensure a quality experience is had by all camp and custom group attendees.

Duties and Responsibilities:

- Work closely with Camps and Volunteer Manager to host scheduled overnight camps and groups and assist in the development of innovative and creative programming activities for groups and camps
- Create a nurturing, positive and professional environment while promoting program policies and procedures among participants, their families, staff, volunteers, and community
- Welcome participants to STARS Ranch and provide orientation
- Assist in facilitating the logistical needs of each camp and group
- Assist with meal planning, preparation, serving, and clean-up for camps and groups
- Maintain consistent and professional communications with group contacts and participants including fielding questions pertaining to programs and camps
- Drive participants to and from camp activities in a 14-passenger vehicle
- Assist in daily program activities – both local and overnight groups – when and where needed
- Assist in managing issues/concerns of participants and staff pertaining to camps, groups, and STARS Ranch while relaying concerns to Camps and Volunteer Manager and Program Director
- Maintain consistent and professional communications with group leaders and participants
- Work Closely with Operations Director on certain projects and facility usage
- Subject to evening 'on-call' hours

Necessary Skills and Qualifications:

- Previous experience working with people with disabilities preferred
- Individuals with disabilities encouraged to apply
- Excellent interpersonal communication skills; proficient at speaking, reading, and writing English
- Ability to communicate effectively to volunteers, participants, donors, community members, and co-workers
- Can work effectively and efficiently under pressure to meet deadlines
- Demonstrated history of responsibility, dependability, and maturity
- Ability to be flexible, creative and adaptable to situations
- Successful completion of a background check
- Possess a valid driver's license and meet criteria to drive company vehicles
- Must be able to successfully manage multiple, high priority tasks in a fast-paced environment
- Commitment to a positive, fun and team-oriented working environment

Physical Requirements:

- Must be able to work outside at high altitude in varying conditions, including uneven terrain, unpredictable weather, and situations
- Must be physically able to assist guests, students, or clients with adaptive equipment
- Must be able to lift a minimum of 50 lbs. with assistance.

Work Environment:

- Fast-paced, highly interactive office environment with moderate to high noise levels.
- Early mornings, evenings, and weekends required. Some overnights may be needed.

Additional Benefits:

- WorkLife Partnership Benefits
- Simple IRA with eligibility
- Access to STARS equipment inventory
- Industry Pro Deals

Equal Employment Opportunity (EEO) Policy

STARS is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law.