



## **Adaptive Sports Center | Internship & Logistics Coordinator Job Description**

**Title:** Internship & Logistics Coordinator

**Reports to:** Logistics Manager

**Job Status:** Full-time; Year-round; Exempt

**Salary Range:** Competitive, based on experience

### **Position Overview**

The Internship & Logistics Coordinator assists the Program Coordinator, and Logistics Manager in coordinating office and field-based duties for seasonal interns. The Internship & Logistics Coordinator handles a wide variety of details about logistics, group and camp programs. The Internship & Logistics Coordinator offers general administrative support to the Logistics Manager and occasionally leads field-based activities. This position requires sound planning skills, diligent attention to detail, creativity and the ability to facilitate various visiting trip leader requests.

### **Specific Responsibilities**

#### *Groups and Logistics*

- Assist Groups and Logistics Manager with managing group and camp budgets.
- Assist Groups and Logistics Manager with land use permits and reporting.
- Coordinate and facilitate all aspects of logistics for group visits including but not limited to: pre and post trip communications, transportation arrangements, lodging arrangements, meal arrangements, evening activities, overnight supervision, staff communications as assigned.
- Assist Groups and Logistics Manager with visiting trip leader requests and adjustments during a group visit as assigned.
- Coordinate select permit and licensing responsibilities as directed by the Logistics Manager.

#### *Intern Management*

- Work in conjunction with Internship and Logistics Coordinator I/CTRS as required
- Provide mentoring and training for ASC's interns as directed by the Logistics Manager
- Ensure that interns are acquiring new skill sets and are developing professionally.
- Mentor, oversee and record all winter and summer based skill development.
- Actively pursue the goal of having an independent intern crew capable of high-quality facilitation and risk management by week six of each season.
- Facilitate hiring, mid-season and end-of-season intern evaluations as directed by the Logistics Manager
- Facilitate recruitment and hiring of interns each season as directed by the Logistics Manager
- Communicate with college and university contacts before, during and after a student's internship regarding academic responsibilities and overall performance.
- Oversee and supervise housing for interns as directed by the Logistics Manager.



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### *Program Support*

- Coordinate all Operation Rise and Conquer visits (ORC), ASC's Military and Veteran programs as assigned.
- Coordinate open-enrollment camps and community programs as assigned.
- Assist with daily program operations as assigned.
- Effectively communicate intern goals, development and mentoring with program staff.
- Cross-train in key outdoor program skills and act as a facilitator as assigned.
- Instruct summer and winter based outdoor programs as assigned and as skills allow
- Oversee and facilitate various staff and Intern training and orientation as assigned
- Other responsibilities as assigned

### **Supervisory Requirements**

- Assure clients are receiving the best experience and service possible.
- Adhere to and enforce all staff, guide and instructor job description duties, ASC staff guidelines and handbook.
- Follow the organization's policies and applicable laws.
- Assist program administration with off-season start-up and close-down.
- Delegate various responsibilities related to program coordination and logistics requirements as needed.
- Provide outreach for and oversight of specialized camp-based programs and resources.
- Plan, assign and direct work; appraise performance; praise and discipline interns; address complaints and resolve problems.
- Provide administrative leadership as needed and support for the Program Coordinator during the weekends

### **Education and Experience**

- Bachelor's degree in adaptive or therapeutic recreation, outdoor leadership, adventure education or other closely related field.
- A minimum of two years' experience developing, coordinating and facilitating outdoor adventure programming.
- Documented experience managing volunteers, seasonal staff or interns.

### **Knowledge, Skills & Abilities**

- Background or education in working with disabled populations
- Documented technical skills in winter and summer adventure sports; including alpine skiing, Nordic skiing, ice climbing, mountain biking, hiking, rock climbing, ropes course, and paddling.
- Organized, creative, motivated, and able to perform well in a fast-paced environment.
- Proficient with Microsoft Office suite (Word, Excel, Outlook) and able to quickly learn to use new software.
- PSIA/AASI and Adaptive certified and/or certified in key areas of summer based programs (RCC, AMGA, river/raft guiding, etc.) preferred.
- First Aid & CPR certification or higher.



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- Valid driver’s license with clean driving record required.

#### **Physical Requirements**

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, climb or balance, talk or hear.
- Frequently required to stoop, kneel, crouch or crawl.
- Regularly lift and/or move up to 100 pounds and occasionally lift and/or move up to 125 pounds.
- Clean driving record and the ability to drive 15 passenger vans in summer and winter mountain driving conditions.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

#### **Work Environment**

- Fast-paced, highly interactive office environment with moderate to high noise levels.
- Regularly required to work outside in hot and cold weather and may be exposed to other weather elements.
- Weekends required.
- Evenings and holidays as required or assigned.

#### **Employee Acknowledgement**

I acknowledge that I have received a copy of the Intern & Logistics Coordinator job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name