

**Job Title: Universal Program Staff**

**Position Type: Part time, Non-Exempt**

**Up to 30 hours per week. Weekend, evening, night and holiday work as required**

**Salary Range: \$10 - \$20 hour (Typical Starting range is \$10 - \$12/hour DOE)**

**Location: National Ability Center Ranch, Mountain Center and Partner Venues, Park City, Utah**

**Supervisor: Sports and Recreation Program Manager**

## Summary

Universal Program Staff assist the program department with the assessment, planning, implementation, evaluation and administration of adaptive sports, recreation, and competitive activities for people of all ages and abilities. A primary function of this and every other job at the National Ability Center is to ensure that each member, guest and visitor of the National Ability Center receives the highest caliber of service.

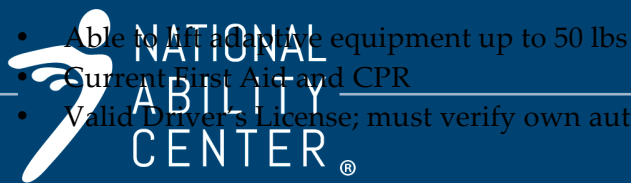
## Major Tasks and Responsibilities

- Assist in assessing, planning, delivering and evaluating specific adaptive recreation activities including some or all of the following: ski and snowboard, cross country skiing, biathlon, snowshoe, sled hockey, camp activities, climbing wall, ropes course, team building activities, cycling, paddle sports, archery, aquatics, water sports, creating.
- Develop goals and objectives for each participant with their input, relative to the day's activity; document participants' goals and objectives; create and implement behavior management plans; manage behavior of participants during activities; provide input and feedback during program debrief
- Support organization with administrative duties such as, paperwork completion, processing, documentation, data entry, statistics tracking, grant reporting
- During programs communicate instructions verbally to students during the activity, including but not limited to directives, technique, and feedback
- Implement and supervise safety/risk management protocols in a caring and fun environment for participants, volunteers and staff
- Plan, and implement personalized activities and/or games for a group of young adults with various disabilities that is appropriate for age, population, and monthly themes of the group
- Enforce program policies and procedures
- Assist with overseeing proper use of facility, equipment and supplies
- Assist with preparing site and equipment for activity and with proper clean up and

- Inform supervisor of any program delivery issues or concerns, equipment concerns or equipment maintenance needs
- Conduct and maintain lesson documentation as assigned, including participant assessments, lesson plans, progress notes, evaluations, and incident reports.
- Act as Lead Program Staff, if applicable
- Train and coordinate instructors and volunteers, if applicable
- Evaluate and offer regular feedback to supervisor on instructors' and volunteers' performance
- Provide general feedback in a solution driven, appropriate manner utilizing existing established means
- Attend and engage in required program staff meetings and trainings
- Document and report all accidents, incidents and disciplinary concerns to supervisor.
- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community
- Support and promote National Ability Center programs and staff when out in the community
- Abide by all policies and procedures in the Employee Handbook and relevant program specific manuals
- Commit to continuing education in your field utilizing internal and external resources to ensure our programs sustain continual responsiveness and improvement
- Communicate clearly, honestly, and respectfully with all staff, participants, parents, and volunteers
- All other duties as specified

### **Required Knowledge and Qualifications**

- Knowledge and understanding of people with disabilities
- Ability to work effectively with children and adults
- Exhibits strong behavior management techniques and skills
- Demonstrates ability to write specific, measurable goals and objectives with documentation of goal progression
- Experience working with young adults who have cognitive and intellectual disabilities
- Passion for encouraging independence and growth in all populations and abilities
- Ability to multi-task in a hectic environment
- Demonstrates responsibility, dependability, and maturity
- Strong interpersonal and communication skills
- Experience teaching adaptive recreation to a wide variety of individuals preferred.
- Relevant activity specific certifications preferred (PSIA, AASI, WSI)
- Relevant school course-work such as Therapeutic Recreation or Special Education preferred
- Willing and able to tolerate extended periods in the elements, including sun, snow, and water



- Able to lift adaptive equipment up to 50 lbs
- Current First Aid and CPR
- Valid Driver's License; must verify own auto insurance

## Discover The Possibilities

T: 435-649-3991  
F: 435-658-3992

[www.discovernac.org](http://www.discovernac.org)  
[info@discovernac.org](mailto:info@discovernac.org)

1000 Ability Way  
Park City, Utah 84060

### **Benefits**

- Access to industry pro deals, community fitness center discounts, scholarship funds for continuing education and certification and other benefits for part-time/seasonal staff as outlined in the employee manual

*Refer to National Ability Center Employee Handbook for specific details.*

