

**Position Description**  
**BEAR Ropes Course Assistant (seasonal)**

- Part Time & seasonal: 40 hours per month, averaged out to about 10 hours per week, May - September, possibly through October. Depending on usage of the ropes course.
- Shifts: Fridays & Saturdays, flexible 5 hour shifts, depending on scheduling of groups.
- \$15 hourly wage
- **Send resume, cover letter and list of three professional references**
- We will notify you when your application is received and will call you if we would like to set up an interview

**Duties and Responsibilities**

**Program:**

1. Work with youth and adult participants from the community to help them reach their individual and group goals on the ropes challenge course, build interpersonal, teamwork and leadership skills, and focus on their strengths. Strive to positively connect participants to voice, choice, and own self-efficacy.
2. Lead/co-lead participants on the ropes challenge course, including ground based games/elements, low elements and high elements, facilitating an experience that is fun, dynamic, educational, and growth provoking.
3. Work with Training & Outreach Coordinator (primary ropes challenge course facilitator) to plan and prepare for ropes course events, including scheduling, developing an activity plan, and communicating with participant groups.
4. Work with Training & Outreach Coordinators to ensure administrative and documentation requirements are being met by carefully recording activities, inventory usage, critical incidents, and time worked by completing activity logs, activity summaries, time allocation logs, as well as taking event photos.
5. Work with Training & Outreach Coordinators in evaluating programs by administering satisfaction surveys to participants at the end of each event and solicit feedback from community members.
6. Work closely with the team to plan, evaluate, revise, and implement new strategies for meeting program goals.
7. Prepare and break down ropes course activities, and maintain and organize equipment and supplies.
8. Work with Training & Outreach Coordinator to inspect and maintain the ropes challenges course regularly, including ropes, knots, wood structures, fixtures, and hardware.
9. When applicable, manage volunteers on the course (i.e. assist in prioritizing tasks, provide orientation and training, facilitate them in completing tasks and provide support depending on needs of volunteers).
10. Follow all Youth Services Policies including maintaining confidentiality of participants as described in Confidentiality Agreement.

**Financial:**

1. Follow all agency financial procedures including completing accurate time sheets and reimbursement forms. Work with the Training & Outreach Coordinator to submit and receive approval on purchase orders

before spending any of the organization's funds. Ropes Course Assistant must get direct permission from the Training & Outreach Coordinator before spending any money.

2. Work with the Executive Director to stay within program budgets and cash flows.
3. Strive to provide activities as cost effectively as possible.
4. Collect funds from participant groups, document receipt, and submit to the Office and Communications Coordinator for deposit at the end of each work day. Receipts of payment should be offered to participant groups.

**Community:**

1. Increase BEAR's positive representation in the community, schools, media, and educational events/organizations whenever possible. Whether in-person or online, communicate with all stakeholders and the wider community in an upbeat, positive, professional manner.
2. Collaborate with other BEAR staff and programs as well as other community organizations on projects and programs to encourage networking, work sharing, and positive community relations.

**Organizational:**

1. Contribute to the team and overall success of the organization by having a strengths-based attitude with all staff, volunteers and community members; creating a positive, friendly, fun, productive, efficient, effective and empowering work culture; and take responsibility for seeking team-oriented solutions to issues at every level of the organization.
2. Work to lessen the organization's negative effects and increase its positive effects on the environment (i.e. buy locally, reuse material and supplies, recycle, reduce use of non-renewable resources, etc.).
3. Communicate with the Training & Outreach Coordinator when any safety, legal, ethical, or moral concern arises, before representing BEAR in the media, and before distributing publicity materials, sending email blasts, or doing social media posts.
4. Follow all BEAR policies and procedures: personnel, youth services policies, financial, and COVID-19 safety guidelines. Maintain client confidentiality in accordance with BEAR policies.

**Qualifications:**

1. Past ropes challenge course, zipline, or climbing experience preferred
2. Experience in a mentoring program preferred
3. Proven success working with at-risk youth and their families required
4. Excellent ability to build rapport with youth and adults quickly required
5. CPR certification and excellent safety assessment skills required
6. Ability to set appropriate boundaries and discipline while maintaining positive relationship
7. Excellent communication skills with diverse groups: youth, adults, staff, community partners
8. Ability to openly give and receive feedback
9. Proficiency working on a team, as well as independently
10. Ability to be flexible and creative
11. Strong organizational skills
12. Ability to calmly handle stressful situations

\*Other duties may be assigned related to the functioning of the BEAR office and its programs.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made, if available, to enable individuals with disabilities to perform the essential functions.

The employee is required to lead, engage in, and operate high (30 ft. above ground) and low (1-2 ft. above ground) ropes challenge course elements, using harnesses, helmets, dynamic climbing ropes, and all associated climbing hardware. The employee will be required to participate in rock climbing activities. The employee is occasionally required to sit for extended periods and balance, stand, walk, stoop, kneel, crawl, and crouch. The employee may be required to lift and/or move up to 50 pounds. Duties typically require close vision, distance vision, and adjusting focus as well as continuous talking, hearing and seeing including the ability to hear and talk by phone.

In addition, duties typically require manual dexterity for the operation of office equipment including computer, copier, and phone. ***Work may be performed under stressful situations including working with the public during the pandemic, in accordance with state and county mandates and guidelines.***

**Equal Opportunity Statement:**

BEAR, Inc. is an equal opportunity employer. BEAR, Inc. does not discriminate against or act in favor of any employee, applicant, or program participant because of race, ethnicity, national origin, sex, religion, creed, marital or veteran's status, age, health, the presence of a disability, sexual orientation or any other basis prohibited by local, state, or federal laws.

BEAR, Inc. recognizes the value of a culturally diverse work force and program participant group and is committed to equal employment opportunity to all qualified applicants and employees, as well as non-discrimination of all program participants and other community partners. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. Engaging in any act that discriminates against or constitutes harassment against an employee will not be tolerated.