



City of Bristol

BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

COORDINATOR PINE LAKE CHALLENGE COURSE YOUTH SERVICES

SUMMARY: Market, coordinate and implement the safe delivery of culturally responsive adventure programs – on and off the Challenge Course – to educational, social, recreational, therapeutic, corporate, and community groups utilizing a range of adventure and experiential techniques and supporting customer's learning goals and objectives and desired outcomes. Market and schedule adventure programming and the Pine Lake Challenge Course. Promote and develop curriculum appropriate to meet the demands of the field and specific objectives/desired outcomes of school-based programs, community and corporate groups, and other course users. Schedule and coordinate local and regional trainings and course use. Seek opportunities to generate funds through endowments, donations, fees and grants. Review program rates and overhead, and maintain fiscally sound budget with staffing. Conduct staff meetings; recruit, train, supervise, and evaluate the skills of facilitators. Oversees completion of all necessary paperwork. Responsible for proper set up and take down of low and high elements; day-to-day "critical eye" inspecting and maintaining the condition of the course and equipment and reporting any safety concerns, hazards, or anomalies; recordkeeping of equipment usage; conducting up-to-date safety standard reviews; arranging for regular inspections and accreditations; and scheduling course work. Maintains records and submits periodic statistical and program summaries. Develops and maintains positive relationships with the community, customers, municipal departments and state agencies. Updates local operating procedures.

QUALIFICATIONS: Must possess excellent organizational and financial management, marketing, written/oral communication, and group process skills. Must have knowledge of challenge course and equipment maintenance and rescue technique; and working knowledge of group dynamics and debriefing experiential activities. Must have ability to work with high risk populations and groups of various age, gender, race, ethnicity and socio-economic background; ability to read and forecast the social, economic and educational climate for adventure based programming; to work independently, be a team leader; and design custom programs and curriculum. Must be well versed in adventure based philosophy and techniques.

EDUCATION/EXPERIENCE: Bachelor's degree in related field. Requires 3 three years, 250 hours per year, facilitating challenge course and/or climbing and adventure based programs; 1 year experience facilitating experiential education in class, counseling corporate groups or promoting positive youth development. Background or training in multiculturalism or diversity is required. Bi-lingual/bi-cultural in Spanish and/or sign language a plus.

LICENSE OR CERTIFICATE: Requires valid CT Driver License. Certification in adventure based programming or counseling from an accredited higher educational institution or industry training corporation is desired; as well as advanced skills and safety standards or equivalent, advanced facilitation skills and ropes course management certification or equivalent. First Responder and/or Emergency Medical Technician Certification a plus. ACCT Level II is required within six (6) months of hire. ACCT Level III required within one (1) year of hire. Public Service License required within six (6) months of hire.

JOB CLASSIFICATION: Part-time, non-benefited position, average 29 hours per week, 44 weeks per year.

WAGES: \$25.84 - \$30.00/hour

COMPLETE ONLINE APPLICATION & attach RESUME & COVER LETTER at:

www.bristolct.gov

DEADLINE: Wednesday, January 24, 2018.

EQUAL OPPORTUNITY EMPLOYER