



**Ascendigo Autism Services, Inc.**

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<b>Job Description for:</b> Summer Camp Ranch Sports Specialist	<b>As of:</b> 02/05/2020
<b>Reports to:</b> Summer Camp Ranch Manager	<b>Section:</b> Ascendigo Adventures
<b>Classification:</b> Summer - Full Time Seasonal	<b>Term:</b> June 7 – August 7

**About Ascendigo:** Ascendigo is a nonprofit organization that enhances the lives of children and adults living with Autism Spectrum Disorder through outdoor and sports education, adventure camps, community integration and an array of autism focused behavioral health services. We are headquartered in the beautiful Roaring Fork valley of Colorado and provide programming from Aspen to Rifle.

**Clinical basis:** Ascendigo, welcomes people ages 5 and up with Autism Spectrum Disorder, including classic Autism, Pervasive Developmental Disorder, Not Otherwise Specified (PDD-NOS), Asperger's and related diagnoses. Our skills trainers and sports specialists use positive reinforcement across our behavioral services, educational, and sports programming based on a clinical modality based on the Denver model - a Naturalistic Development Behavioral Intervention. Clinical services, oversight and ongoing staff training are under the auspices renowned autism expert Diane Osaki and her group, as well as our in-house Board-Certified Behavioral Analyst.

**Adventure Camps:** Participants of any athletic ability can succeed. We pride ourselves in ensuring progress in our sports while having lots of fun. Current sports and outdoor programming include summer, fall and winter camps and individualized services. We continually seek to expand our offerings. Camp activities include hiking, climbing, river rafting, lake & boating sports, biking (mountain & road), horseback riding - as well as winter skiing and snowboarding at Aspen/Snowmass.

**Behavioral Intervention Services:** Community integration and behavioral health activities include our Adult Enrichment programs serving the RF valley out of Carbondale, and upcoming programming for school age children.

**General Staff Requirements:** All our staff help to ensure that our programs and services contribute to our mission, reflect the organization's priorities, and meet the expectations and needs of the families we serve, our donors and the Board of Directors. Each staff member should act in a professional manner, exhibit behavior to the general public and our families, which reflects positively on our organization, and be respectful of our participants, their families, and other staff. A sense of responsibility, and concern for confidentiality are expected. We value and like working with people on the autism spectrum and are rewarded by their success in our programs – we are looking for staff that feel the same.

Hiring and continued employment is contingent upon the following:

- Compliance with all Ascendigo licensing requirements relevant to your position.
- Compliance with good practice standards of care for special needs children and adults.
- Compliance with Ascendigo written professional standards and Ascendigo policies and procedures, including a no alcohol/no drug policy while on duty or at any time when present at an Ascendigo managed facility or activity.
- Three positive character references, clean criminal background checks, clearance to work at Ascendigo by your healthcare professional, and agreement to abide by the Ascendigo Employee Handbook.
- Completion of any required online learning modules prior to arrival.
- Successful completion of the Ascendigo hosted prerequisite trainings required for the program in which you will be hired. Depending on the program, this will include some combination of CPR/First Aid, sports proficiency training, autism training, and local terrain orientation.
- Adequately carrying out the job responsibilities outlined herein.

**Confidentiality:** In the course of performing and fulfilling your duties, you may have access to and/or be entrusted with confidential information concerning Ascendigo, its donors, or its participants and their families. You agree that you will not disclose any such confidential information to any outside party, except as required in the normal course of your engagement. You will take all reasonable precautions necessary to secure Ascendigo's materials, electronic, intellectual and otherwise, and to protect the privacy of employees, volunteers, campers and their families, and donors.

**Program Staff Requirements:** Program staff, which includes all staff with direct client contact, will work under the direction of Ascendigo management as well as both our in-house and consulting behavioral health professionals. We expect our staff to create and maintain a positive learning environment and to prioritize the health, safety and comfort of our participants - use good judgment and ask for help when needed. Program staff will be asked to attend several staff meetings each week and to be available to Ascendigo management for ongoing discussions and feedback. We ask the program staff to maintain open lines of communication with parents and families. In many ways, you are in the guest services business and this means the highest level of guest service and satisfaction is expected.

**Job Summary:**

The Ranch Sports Specialist (RSS) reports to the Ranch Manager (RM). The RSS along with the RM, works to ensure that our programs and services contribute to our mission, reflect the organization's priorities, and meets the expectations and needs of the families we serve, donor, and the Board of Directors. The RM is responsible for: supervision of the equestrian program, including planning, supervising staff, program development and expansion, program evaluation, and family interaction. The specifics of the RSS duties may be modified by the RM as seen fit in order to ensure the viability of the Ascendigo and fulfillment of its mission.

Salary range is based on relevant experience, education, years at Ascendigo, relevant certifications, and availability.

**Essential Job Functions & Qualifications:**

- Passion for Ascendigo's Mission
- Boating and towed water sports experience a must
- Experience working with individuals with disabilities preferred
- Valid Colorado or U.S Driver's license with clean driving history
- At least 18 years of age
- Work directly with clients during the season and other specified programs as needed
- Attend necessary workshops, events and training seminars
- Make sure intake information is properly assessed and progression plans are made; make sure camper supports are prepared and in place
- Make sure families are receiving the communication they need during camp sessions, including the critical end of camp debriefing and documentation on experience and gains at camp, so that families see the value of what Ascendigo does.
- Work with SM to coordinate logistics for the Lake program, including interfacing with facility staff and other Ascendigo staff and coordinating necessary equipment procurement, maintenance, and daily set up/break down
- Assist with day-to-day program operations and facilitate program delivery to maintain or improve quality
- Document and make recommendations on current operations for use in subsequent years
- Adhere to risk management procedures
- Report and discuss program plans and updates with the RM
- Establish policies, procedures and safety guidelines for the Ranch program. Identify program policies and procedures that should be revised and recommend changes to the RM as appropriate
- Effectively instruct participants with ASD
- Ability to present information and respond to questions from supervisors, co-workers, volunteers, parents, campers, donors, and general public
- Ability to observe participant behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity
- Excellent situational awareness
- Ability and consistent willingness to work as a "team" member
- Enthusiastic, dependable and a sense of humor
- Willing to follow direction and take initiative
- Even-tempered and able to adjust tasks in accordance with changing priorities

**Sports Qualifications:**

- Be able to maintain control over horses in the program; whether leading, lunging, or riding
- Be aware of safety and potential risk in all situation and be able to effectively minimize risk
- Understanding situational awareness and the risks involved working and being around large stock animals
- Be able to effectively teach basic riding skills, including to but not limited to, tacking, mounting, dismounting, stopping, starting, steering, and riding at different gaits
- Familiar with basic horse needs and knowledgeable of horse care such as grooming, nutrition, and health care
- Understanding of teaching progression and data collection for our pariticipants

**Equipment Used:**

- All necessary ranch, riding and safety equipment
- May have to drive camp van/truck
- Personal cell phone for communication with staff and families

**Physical Requirements:**

- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist participants in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of participants
- Have strength and stamina to walk and jog long distances, assist in mounting participants onto the horse, ability to lift 50 lbs.
- Some physical requirements of the position could be endurance including climbing, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate all facets of the activity. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate participant activities/programs and the ability to lift up to 50 lbs.
- Willingness to live in a camp setting and work irregular hours delivering program in the facility available.
- Operate with daily exposure to the sun and heat and varying environmental conditions

