| | |
|---|---|
| Position Title: | **Adventure Centre Facilitator** |
| Reports to: | Adventure & Leadership Programming Director |
| Wage Category: | Hourly at Facilitation Rate<br>Hourly at Training Rate, Observation and Site Work |

## JOB STATEMENT

Under the direction and supervision of the Adventure & Leadership Programming Director, this position is responsible for working with the staff of Pretty Lake to implement safe and effective experiential education programs, with the goal of ensuring the maximum client and camper experience. These responsibilities are conducted according to the organization's policies, procedures, and all local/state/federal regulations and laws.

## ESSENTIAL FUNCTIONS AS A FACILITATOR WITH SITE-WORK OPPORTUNITIES

1. Facilitators will be trained and coached on proper use of all program equipment, including the technical and social-emotional skills necessary to safely operate the program equipment and activities.

2. Excellent risk-management, prevent accidents by ensuring applicable safety standards are understood and applied in the conduct of all work activities.

3. Assist in pre-program preparation including but not limited to: setting ropes courses and checking gear.

4. Maintain trails, campsites, tents, cook-kits, etc. (these tasks as a whole qualify as site work, but may be a facilitator's duty when preparing for a group if the site is not group-ready prior to the day's program and will be paid at the site work rate)

5. Assist in quarterly internal inspection of all equipment and activities (this task as a whole qualifies as site work and will be paid as such)

6. Facilitate and interact with self-awareness, providing an equitable and inclusive program to all participants, co-workers, and community members regardless of identity, background, or ability.

7. Ensure quality orientation including clear communication of objectives.

8. Help groups clarify their goals through guided conversation.

9. Ask introspective questions to catalyze and solidify interpersonal learning.

10. Work in conjunction with staff or leaders of each group to ensure the meeting of stated objectives and thoroughly prepare for each program.

11. Facilitate experiential activities maintaining physical and emotional safety.

12. Develop and maintain an appropriate, professional, and supportive working relationship with group leaders and/or staff.

13. Completes other duties as requested for the continued improvement of the organization and facility.

## KNOWLEDGE, SKILLS, ABILITIES, AND STANDARDS OF PERFORMANCE

1. 18 years of age or older.
2. Valid Driver's License.
3. Basic understanding of concepts relating to human and group development.
4. Passionate and knowledgeable background in adventure/experiential education, group facilitation and/or other human services related field (Teaching, psychology, social work, and counseling) is preferred.
5. Applicants should have a strong ability to communicate ideas effectively and directly, and have enthusiasm for sharing knowledge with others.
6. Must be able to take initiative and work both independently and collaboratively.
7. Resourceful, courageous and creative.
8. Current CPR and Standard First-Aid certification, or a desire to become certified, is not required, but preferred.

9. Ability to work with all PLC staff, clients, campers, and group participants of diverse ages and backgrounds, providing information and services in a friendly, respectful, and courteous manner.
10. Performs work in a logical, orderly, timely and skillful manner.
11. Ability to stay calm and perform work under high stress situations.
12. Ability to maintain confidentiality regarding organizational, personnel, client, and customer information.

## PHYSICAL, MENTAL AND SENSORY DIMENSIONS

1. Perform various positions and postures necessary to conduct tasks.
2. Ability to move about buildings and Pretty Lake grounds consistently.
3. Standing, walking, bending, and the ability to lift 50 pounds.
4. Manipulate ropes, cables, and other related equipment used in tying knots, belaying, and rigging used in set-up, operation, and breakdown of Challenge Course elements.
5. Negotiate various terrain types and obstacles encountered in program delivery and emergency situations. May include walking up to three miles during the course of the day.
6. Keep participants physically safe in respectful and effective ways.
7. Ascend to, traverse at, and descend ladders and other course access equipment at heights that may exceed 30 feet.
8. Operate various challenge course related gear and equipment including, but not limited to: ropes, harnesses, helmets, carabiners, safety lines, ladders and pulleys (after training from PLC staff).
9. Ability to focus on different aspects of the group's experience for long periods of time.
10. Comprehend and implement oral and written instructions.
11. Establish priorities and construct further plans after the initial assessment.
12. Apply risk management procedures in various conditions with a wide variety of participants.
13. Apply theory-based instruction or training to actual situations.
14. Must have a valid Michigan Driver's License OR be able to provide your own transportation.

## WORKING CONDITIONS

1. The position is paid at an hourly rate as a facilitator and a separate hourly rate for training, observation and site work. The nature of the job does not guarantee a set number of hours for the employment year as this position works on an as needed basis.
2. Workload and hours may increase during summer camp sessions, Adventure Centre programming, and retreating events.
3. Workload does consist of varied days, nights and weekend hours.
4. Work locations are variable. Locations can range from outdoor courses to indoor courses, classrooms, gymnasiums or office buildings.
5. Travel days can be expected based on the programming group.
6. Must be able to deliver programming in a variety of weather conditions.
7. Extensive and transferable job training.
8. The workload for this position should be considered as one of facilitation and physical labor.
9. Work can be stressful, constant, and is subject to frequent interruptions.