

## Position Description

**Title:** LCC Contract Facilitator

**Work Area/Department:** Camp Mary Orton

**Reports to:** Camp Director

**Exempt Status:** Part time, Non-exempt

**Date Revised:** December, 2011

**I. Purpose:** To provide support for Camp activities and facilitate adventure experiences to incoming clients. To facilitate adventure experiences that serves the needs of clients in the community.

### **II. Essential Responsibilities**

A. Facilitates adventure activities, including:

1. Facilitating custom-designed group teambuilding adventure experiences, including group initiatives, high ropes courses, climbing walls, ziplines and other adventure elements;
2. Maintain physical and emotional safety of all participants and facilitate valuable discussions, as appropriate, with each group;
3. Complete required paperwork for each group;
4. Attend required trainings annually.

### **III. Other Responsibilities**

Perform special projects and other tasks as assigned.

### **IV. Skills, Knowledge and Abilities**

- *Time Management/Multi-tasking.* Accomplishes goals through establishing priorities and organizing workload to meet deadlines in a timely fashion. Manages time wisely and to effectively prioritize multiple, competing tasks despite frequent interruptions.
- *Shows Initiative.* Is proactive and takes action without being prompted. Does not wait to be directed, but instead, takes responsibility and acts when need arises. Makes things happen. Provides unsolicited input.
- *Works as part of a team.* Identifies with the agency's goals. Shares resources, responds to requests from other team members and subordinates personal goals to the agency's agenda, mission and vision. Collaborates easily.
- *Constructive Conflict* Encourages open discussion of feelings and constructive challenging of problems, opinions and decisions. Recognizes that conflict can be a valuable part of the decision-making process. Is comfortable with healthy conflict and both supports and manages differences of opinion. Seeks win-win solutions with others.
- *Cultural Competence.* Embraces and is sensitive to cross-cultural differences. Accepts and respects cultural differences. Demonstrates the capacity for cultural self-assessment. Is conscious of the dynamics inherent when cultures interact.
- *Results Orientation.* Takes necessary action to achieve or exceed assigned goals. Is dedicated to achieving desired results without compromising the Agency's values or procedures. Conveys a sense of urgency to make things happen. Respects the need to balance short- and long-term

goals. Maintains energy to proceed at pace required to produce results. Values outcomes and desired results. Manages multiple tasks.

- ***Builds Relationships.*** Values and respects the concerns and feelings of others. Shows empathy, respect and appreciation for individuals and diversity. Builds and maintains an internal and external network of relationships. Optimizes performance of Agency and self through shared resources and responsibilities.
- ***Works independently*** with minimal supervision. Follows instructions given by supervisor. Reports important information to supervisor and asks questions as needed from a variety of sources. Does not regularly interact with supervisor to seek approval, clarification, or additional information after initial assignment is given. Completes assignments and responsibilities on time without being reminded.
- ***Professionalism.*** Regularly demonstrates a high level of integrity through direct, open, honest and ethical communication with others. Fosters an ethical environment. Assumes personal responsibility. Shows discretion when appropriate or required. Maintains confidentiality of client and agency information.

#### **V. Work Experience and Education**

Requires a high school diploma or equivalent, prior experience facilitating adventure programs is helpful and current CPR/first aid certification. College degree is preferred. Must be able to become certified in initiatives, ropes course and adventure elements at Camp within 6 months.

#### **VI. Physical and Mental Requirements**

Must be able to perform duties while outdoors and exposed to a variety of weather conditions; walk long distances (up to 5 miles per day); perform rescues on high ropes course; climb high ropes and utilize adventure expedition equipment; perform duties, show patience and answer questions gracefully with frequent interruptions; listen and communicate verbally in a variety of informal settings; act quickly and decisively in emergencies; enter information into a computer; and convey a sense of fun with learning activity.