



# CONNECTIONS

Challenge Barriers. Build Independence.

## **Outdoor Recreation Paid Internship (Part-Time/temporary )**

**Compensation: \$18.00/hour 15-hours per week/apx.**

*Connections for Independent Living is the nonprofit Independent Living Center for northeastern Colorado, serving people with disabilities throughout seven counties.*

The Outdoor Recreation Intern works directly with youth (14-17) living with disabilities. This person will be responsible for organizing pre-determined outdoor activities at state and local parks and other accessible outdoor adventures to demonstrate accessibility of Colorado outdoor spaces and outdoor career options.

Duties include planning of logistics of each session, as well as day-of administration of activities with the support of other Connection's staff members and outdoor subject matter experts, such as park rangers. Duties will involve hiking, water sports, and other nature/outdoor based activities.

The successful candidate must have exceptional organizational skills with attention to detail. Meeting deadlines to schedule outdoor state park access and subject matter expert coordination will be essential to the program. Good interpersonal and communication skills with the ability to multitask and adapt to many communication styles is required. Bilingual candidates are amazing. A sense of levity and humor is most appreciated. All applicants must like working with youth (or at least tolerate them) between 14-17 years of age.

### **General Duties:**

Coordinates details for a variety of recreational programming and activities, many of which have been delivered by Connections in previous programs. A set structure and grant project plan to follow will be provided. Modifies programs based on the skills and abilities of the participants. Maintains related records and statistics of activities and participants. Prepares program materials, equipment, first aid kits and other necessary items. Supervises participants by enforcing program rules, regulations, and procedures. Responsible for the safety of self, staff, participants and volunteers. Responsible for proper use and care of materials, equipment, and facilities used. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Uses all required safety equipment. Performs related duties as required. Duties may require a full range of physical motion and activities including manual

digging, pushing, pulling, lifting, twisting and turning the upper body, stooping, kneeling, crouching, climbing, balancing, crawling, reaching for objects, walking and standing. All Connections staff must be alert to peripheral activities when operating equipment and therefore must have a full range of movement in the neck and shoulders.

**Administrative Duties:**

Maintains a variety of records, including registrations, reservations, permission slips, purchasing, etc. Perform a variety of miscellaneous duties such as answering the telephone, picking up supplies as needed, conducting activities, making arrangements for rental and use of facilities and vehicles, etc. Operate a personal computer and applicable basic software. Operate a motor vehicle as needed. Maintains confidentiality of information consistent with applicable federal, state and county rules and regulations.

**Minimum Qualifications:**

High School Diploma.

Must possess or be able to obtain a valid Colorado driver's license.

Must be able to pass background and safety checks allowing for work with minors.

**Knowledge, Abilities and Skills**

- Ability to work independently and exercise discretion and independent judgment regarding the delivery of services, and advocacy on behalf of individuals with disabilities.
- Digital literacy, agility, and resilience!
- Ability to communicate effectively, internally and externally, orally, and in writing.
- Ability to establish and maintain effective working relationships with consumers, co-workers, the public, and service providers.
- Knowledge of American Disabilities Act regulations is a plus.
- Company and rental vehicles will be used for transporting participants, reliable transport to and from Connections main physical office is required.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Work is generally scheduled Monday through Friday. Physical demands are medium (exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and up to 10 lbs. of force constantly to move objects). Data entry and other tasks may require sitting at a computer for several hours. Events may require extended driving times (1-3 hours at a time) or riding as a passenger. Bending, crouching, and the ability to manipulate small

objects may be necessary to ensure access to events for consumers. **Reasonable accommodations will be made for applicants with disabilities.**

**To apply: Persons with disabilities are encouraged to apply and receive preferred hiring status.** More than 80 percent of our team have a range of disabilities and PWD life experiences, which enhance our ability to advocate.

Candidates must submit a brief letter of interest and professional resume no later than 4/15/24, by email to [info@connections4il.org](mailto:info@connections4il.org) with the subject line "Outdoor Recreation Intern" for consideration.

- Location: 1331 8th Avenue, Greeley, Colorado 80631.
- Compensation: This is a part-time position estimated at 15 hours per week. Hourly pay rate is \$18.00/hr. This position is temporary and expected to have work in Spring and Summer. Negotiable with school internship requirements.
- Work hours to be arranged during standard Monday through Friday business hours between 8:00 a.m. and 4:00 p.m. with some after hours and weekend activities likely.