



Eagle Mount Great Falls
P.O. Box 2866
Great Falls, MT 59403

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Job Title: Program Assistant/Ski Instructor

- **Status: Hours vary between 20-40 hours / week depending on season; non-exempt.**
- **Start Date: October 1, 2025 (position will remain open until filled)**

The mission of Eagle Mount Great Falls is to provide therapeutic and recreational activities for children and adults with physical, developmental, mental and/or behavioral challenges, striving to improve the quality of life for them and their families.

Job Summary

Support the mission of Eagle Mount Great Falls by assisting the program director providing safe, quality, year-round recreational activities for individuals with disabilities.

- Assist with planning and facilitating Eagle Mount Great Falls programs.
- You will assist the program director through a wide range of duties including, but not limited to:
 - program planning and logistics
 - volunteer and participant recruitment
 - scheduling
 - communication
 - leading lessons
 - program reporting, database, and equipment management
- This position is often the first point of contact for Eagle Mount Great Falls volunteer instructors, participants, family members, community members, and partner organizations. It requires keen attention to detail with top-notch customer service skills.

Areas of Responsibility

- **Adaptive Alpine Assistant Instructor: October – April.** Assist program director, as needed, with coordinating and instructing adaptive alpine ski/board sessions at Showdown Montana.
- **Seasonal Programming and Facility Assistance.** Assist with seasonal duties split between office-based work, fundraising, facility and equipment maintenance, and programs/instruction in the field. Seasonal activities, besides ski/board, include, but are not limited to: Paddle Sports, Sled Hockey, Social Groups, Animal Assisted Activities, etc.

Eagle Mount Great Falls is a non-profit organization. We provide therapeutic and recreational activities for children and adults of all ages with physical, developmental, mental and/or behavior challenges, striving to improve the quality of life for them and their families.

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- Function as part of the Program Team by delivering high-level, safe, and quality adaptive instruction in all assigned programming.
- Assist program director, as instructed, with individual and group lessons, which includes, thoughtful student assessments, preparation of equipment and paperwork, greeting the participant(s), family members/caregivers, ensuring all safety protocols and policies are being enforced, wrapping up lessons with the completion of proper paperwork and equipment clean-up.
- Assist program director with recruitment, registration, scheduling, and attendance of Eagle Mount Great Falls participants, groups, and volunteers.
- Assist the program director with the registration process; tasks may include speaking to prospective participants and volunteers, sending out registration information, receiving and reviewing incoming documents, and communicating in a timely manner.
- Assist with maintaining an effective online filing system for each program's planning materials and documentation.
- Update the Program Calendar on a rolling basis.
- Communicate efficiently and effectively with a volunteer team.
 - Assist with scheduling and communicating lesson assignments for volunteers.
 - Monitor, answer, and return messages regarding program and volunteer inquiries.
- Provide data entry support for program / administrative tasks.
- Develop and maintain good relationships with Eagle Mount Great Falls community partners.
- Coordinate and uphold risk management policies and procedures related to programs.
- Assist in the maintenance of equipment, including documentation.
- Assist with on-site general operations, which may include daily set-up and clean-up tasks.
- Drive the program vehicle, including hauling equipment and/or trailers, to program sites/events.
- Be a positive and professional representative of Eagle Mount Great Falls.
- Adhere to all Eagle Mount Great Falls policies, procedures, values, and culture.
- Participate fully as a member of Eagle Mount Great Falls staff in programming and fundraising.
- Take on other duties and projects as identified.

Qualifications:

- Adaptive Training specific to the programming needs of Eagle Mount Great Falls. Certifications preferred.
 - Ski/Board Programming:
 - Minimum of intermediate ski/snowboard skills required. Advanced skills preferred.
 - PSIA/AASI L1 or above ski/snowboard instructor certification desired, or willingness to obtain within first year.
 - Seasonal Programming:
 - Rafting and other paddle sports experience is preferred.
 - Experience working with individuals with disabilities is preferred.
- Passion, experience, and confidence for working in the great outdoors.
- Experience working with individuals with disabilities.

- Ability to assist in the maintenance and repair (or willingness to learn) of adaptive equipment and facilities.
- Must possess a high level of energy, enthusiasm, and initiative.
- Independence in completing tasks, decision making, and risk management.
- Excellent interpersonal, verbal, and written communication skills.
- Commitment to a positive, fun, and team-oriented working environment.
- Excellent group facilitation and team management skills.
- Ability to work flexible hours; regular schedule includes weekend work.
- Proficient with Google Drive, MS Office, Adobe, and social media platforms.
- Ability to lift and carry a minimum of 50lbs.
- Valid Driver's License; must verify own auto insurance.
- Current First Aid, CPR (or willingness to obtain within 90 days).
- Clear background check and demonstration of a clean driving record.

Compensation:

\$18.00 per hour.

Benefits:

- Season pass to Showdown Montana – for Ski/Board Coordinator.
- Generous paid time off policy.
- Flexible schedule – program scheduling may include weekend and occasional evening work.
- Company contribution of \$50 per month to AFLAC Policies.
- Paid professional education, certifications, and professional fees.

To apply:

- Please submit a resume and cover letter and three references to Joe Stalzer, joe.eaglemountgf@gmail.com or mail to Eagle Mount, P.O. Box 2866, Great Falls, MT 59403.
- Incomplete applications will not be accepted. Applications will be reviewed on a rolling basis and interviews will be scheduled for those applications that pass on to the next stage.
- The position will remain open until filled with the right candidate, with an anticipated start date of October 1, 2025.

Eagle Mount Great Falls is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. Eagle Mount Great Falls is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Eagle Mount Great Falls are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other status protected by the laws or regulations in the locations where we operate.