



The Mission Continues Fellowship

Job Description

Job Summary - A Mission Continues Fellow is a post-9/11 veteran who has accepted the challenge to continue their service to our country by serving their community.

Under the supervision of a Program Manager, a National Ability Center Fellow will provide assistance and development to National Ability Center's core programs. Specific duties are discussed in interviews but may include the following: planning, facilitating, and/or instructing outdoor recreational activities (for example: hiking, biking, skiing, snowboarding, cross-country skiing, snowshoeing, water-skiing, climbing, soliciting in-kind donations for program services, interacting with National Ability Center's families and partner organization personnel, word processing and general office administration.

Location - National Ability Center (1000 Ability Way, Park City, Utah 84060)

Supervisor – Program Director

Responsibilities - Experience in outdoor recreation. Ability to act as a liaison for National Ability Center by providing program specific information and services to National Ability Center volunteers and participants, partner organization, donors, and the public at large. Some college coursework or commensurate professional experience required. Basic computer processing skills including MS Office needed.

Qualifications –

- Commitment to a positive, fun and team-oriented working environment
- Working knowledge of National Ability Center policies and procedures (upon training)
- An undergraduate or graduate college student or commiserate professional experience preferred
- Completion of a Utah State background check & valid driver's license
- Basic computer processing skills including MS office required.
- Experience with people of all abilities, programming and safety needs
- Ability to give and receive feedback in a positive manner
- Commitment to all responsibilities and expectations

Hours and Days - Fellowships are 26 weeks in length and require 520 hours of service (an average of 20 hours a week). During that time, interns are expected to work on projects at the National Ability Center office during normal office hours (9 a.m. – 5 p.m. Monday – Friday) with occasional weekend and evening events.

Benefits - Internships with the National Ability Center Foundation are not paid, but offer valuable hands on experience. Course credit may apply.

Intern Signature _____ Date _____

Supervisor Signature _____ Date _____