



JOB DESCRIPTION

JOB TITLE:	Assistant Director of Adventure Rec, Outdoor School
DEPARTMENT:	Community Camping
REPORTS TO:	Director of Community Camping Programs
EFFECTIVE DATE:	
CLASSIFICATION:	Salaried, Nonexempt

POSITION SUMMARY: The Assistant Director of Adventure Recreation is responsible for the management and implementation of high-quality adventure recreation programming in support of LLYC, LLFC, and Outdoor School programs. This position works in conjunction with the directors of LLYC, LLFC, and Outdoor School to ensure Adventure Recreation elements of respective programs are run as desired, according to standard and local operating procedures, and within the scope of any relevant policies, regulations, or laws.

PROGRAM MISSION: The Outdoor School partners with central Texas schools in providing transformative outdoor experiences that promote both adventure and the enhancement of healthy relationships within communities.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Communicate Outdoor School (OS) program mission and vision across the Foundation and throughout its constituency.
- Support the delivery of the OS experience.
- Coordinate with Community Camping Director any Adventure Rec purchases and ordering.
 - Make purchases regarding internal adventure recreation needs.
 - Make purchases regarding LLYC, LLFC, Outdoor School, Foundation Camp adventure recreation needs in coordination of their respective directors.
 - Regularly communicate with relevant vendors to maintain a strong line of communication and bolster relationships.

- Maintain Adventure Recreation and Relevant Program Inventory
 - Inventory and maintain adventure recreation supplies for all related activities.
 - Maintain and repair adventure recreation equipment, inventory, and gear as necessary.
 - Retire and replace any necessary equipment, hardware, or gear used in adventure recreation activities.
 - Coordinate adventure recreation activity needs and wants with relevant LLYC, LLFC, and Outdoor School program directors.
- Coordinate Relevant Adventure Recreation Trainings, Inspections, and Preparations and Take Downs for LLYC, LLFC, and Outdoor School programs.
 - Plan, coordinate, and host any and all adventure recreation related programs in support of LLYC, LLFC, Outdoor School or internal needs.
 - Plan, Coordinate, and host any adventure recreation related inspections, (e.g. High Ropes, Adv. Recreation aspect of health inspections, etc.)
 - In conjunction with LLYC, LLFC, and Outdoor School directors, plan and coordinate adventure recreation activities for programming events.
- Manage all documentation pertaining to Adventure Recreation activities and programming across Foundation programming.
 - Manage and maintain Adventure Recreation SharePoint files and storage in a concise, accessible manner.
 - Document and submit necessary or relevant paperwork pertaining to Adventure Recreation activities across Foundation programming (i.e. training certificates, training tests, staff rosters, near miss reports, insurance documents, inspections, etc.)
- Manage Adventure Rec Associate
 - Provide a comprehensive orientation to familiarize the associate with role, safety, and programs.
 - Review and provide feedback on associate development to encourage growth in skills, role, and career.
 - Train and assist the associate with tasks such as equipment inventory and repairs.
 - Supervise the associate during the execution of Adventure Recreation programming, ensuring adherence to safety and quality standards.
 - Facilitate opportunities for the associate to attend workshops, conferences, and trainings to build critical knowledge and relationships with others in the field.
- Budget Oversight
 - Develop and manage the annual budget for Adventure Recreation programming. Ensure funds are efficiently allocated to support program goals, purchases, trainings, and other operational needs.
 - Track and review expenditures regularly to ensure they all align with approved budget.
 - Ensure all financial activities comply with organizational policies and procedures.

- Expectations
 - Participate in and contribute to Community Camping functions and operations.
 - Attend and participate in regular team meetings, sharing relevant information and working together to plan programming and events.
 - Participate in regular 1:1 meeting with Director of Community Camping and conduct regular 1:1 meetings with an direct reports.

QUALIFICATIONS:

- Bachelor’s degree in related field or equivalent, relevant experience.
- Outdoor educational programming and/or educational experience.
- Expertise in High Ropes training, facilitation, and ropes course construction (preferably ACCT Level 2).
- Participate in continuing education to maintain appropriate certifications in the outdoor adventure recreation activities as defined by Outdoor School.
- The ability to oversee all activity equipment inspections and repairs (daily, monthly, annual and third-party inspections).

COMPETENCIES-Knowledge, Skills, and Abilities:

- Highly skilled in group facilitation and instruction.
- The ability to model servant leadership.
- The ability to supervise a range of skilled and unskilled staff.
- Expert in the Outdoor Adventure Recreation industry and aligned activities.
- Energetic and engaging approach to relational connection with both staff and guests.
- Business acumen to guide operation, administrative, programmatic, and visionary initiatives of the Outdoor School program.
- Capable of providing training and development to equip program team members to facilitate Adventure Rec activities according to OS expectations.
- Relational intelligence to maintain productive, effective, and professional relationships with all Foundation programs and guests.

PHYSICAL REQUIREMENTS:

- Ability to lift and carry equipment and supplies weighing up to 50 pounds.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing throughout the day.
- Ability to perform high rope activities and perform maintenance.

WORK ENVIRONMENT:

- Ability to lead a wide variety of activities in an outdoor environment and at varying heights.
- Ability to work outside on uneven terrain and in varying weather and environmental conditions.

- Ability to work varying schedules based on camping program needs, including some weekends.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE