



## JOB DESCRIPTION

Employee Name

<b>JOB TITLE:</b>	<b>Assistant Director of Outdoor School Program</b>
<b>DEPARTMENT:</b>	Outdoor School
<b>REPORTS TO:</b>	Director of Community Camping Programs
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	Exempt

**POSITION SUMMARY:** The Assistant Director of Outdoor School (OS) Program will support leadership by working with schools to provide transformative programs and outdoor experiences. *This position will require an overnight stay in the Canyon during retreats.* In addition, this role will work in support of the Adventure Recreation team to ensure summer camping programs deliver quality adventure recreation and program activities.

**PROGRAM MISSION:** The Outdoor School partners with 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:

- Stay overnight in the Canyon to facilitate Outdoor School retreats with OS staff and participating schools
- Build and maintain relationships with school leaders and new teacher cohorts
  - Work to ensure school leaders are equipped to co-lead their OS retreats
- Ensure campsites are ready pre-retreat, including readiness of kitchens, ranch house, cabins, tables, chairs, dishes, utensils, etc.
- Work alongside Canyon Ops Regional Teams and Canyon Ops Resource team to oversee the coordination of:
  - buses and school personnel’s arrival, parking, student drop off, and departure
  - group check in and check out protocols
  - campsite cleaning and departure with school leaders
- Oversee procurement and maintenance of OS specific equipment that may be required for educational purposes (water study, fishing, geology, etc.)
- Participate in continuing education to maintain appropriate certifications in outdoor education and adventure recreation disciplines
- Maintain regular and frequent communication with all Canyon camping leadership, especially during summer season programming
- Ensure safety alongside the Adventure Recreation team in every aspect of retreats for all guests
- Work with the Adventure Recreation team to deliver creative and thoughtful activities
- Move to camp to assist all summer camping programs in their activities and adventure recreation offerings in the summer camping schedule, including trainings, and certifications

- Manage and provide leadership to the Outdoor School Associate
  - Contribute to the professional development of the OS Associate through assigning and monitoring/leading them to accomplish specific projects that contribute to the other all impact of the OS program
  - Model and promote servant leadership, cooperative teamwork, and responsible stewardship of resources—mentor staff to adopt these practices
  - Hold team accountable for meeting identified standards and timelines through appropriate processes
  - Conduct annual learning conversations
  - Address performance concerns

**QUALIFICATIONS:**

- Bachelor’s degree in related field or equivalent experience
- Outdoor educational programming and/or educational experience preferred

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Highly skilled in group facilitation and instruction
- Ability to model servant leadership
- Knowledge of the Outdoor Education & Adventure Recreation industry and aligned activities
- Energetic and engaging approach to relational connection with both staff and guests
- Strong business acumen to guide operation, administrative, programmatic, and visionary initiatives of the Outdoor School program

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

**Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position will work for extended working hours during retreats that can be near 10 hours a day with occasional overnight responsibilities. This job requires the ability to operate a motor vehicle safely.

**Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environments. This job operates in a camp outdoor environment and a professional office. Will experience outdoor responsibilities and must be able to work outside on uneven terrain.

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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.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE