



JOB DESCRIPTION NAME

JOB TITLE:	Outdoor School Associate
DEPARTMENT:	Outdoor School
REPORTS TO:	Assistant Director of Outdoor School
EFFECTIVE DATE:	Two Year Assignment
CLASSIFICATION:	Non-exempt

POSITION SUMMARY: The Outdoor School Associate will support the Outdoor School Program leadership to equip all Outdoor School camping programs and groups with the structure required to provide high-quality outdoor experiences.

PROGRAM MISSION: The Outdoor School partners with qualifying schools to provide transformative outdoor education and 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 constituency
- Assist in the delivery of Outdoor School retreat experiences by
 - Supporting the preparation of all OS activity and program equipment, including adventure recreation activities as assigned
 - Supporting the operations and logistics of OS retreats as assigned, including arrivals/departures of groups, housing, transportation, and facility preparation/check-out
 - Providing high levels of hospitality throughout OS retreats, including addressing guests' questions, needs and concerns
 - Participating in whole group, Parent/Teacher, chaperone, and volunteer orientations
 - Facilitating as assigned during OS retreats and programming, including group activities/games, activity sessions, and any potential late night or evening experiences
- Assist in the maintenance, movement, storage, and inventory of all OS equipment including:

- Outdoor Education equipment for water study, nature hike, fishing, etc.
- Adventure Recreation equipment assigned to Outdoor School use such as kayaks, mountain bikes, archery equipment, or high ropes equipment
- Program materials or other OS related materials such as student/teacher shirts, bags, water bottles, etc.
- Trailers and Canyon-based vehicles
- Participate in program and curriculum development conversations when the opportunity arises. Topics may include:
 - Classroom activities and educational resources for the OS website.
 - New curriculum for OS retreat activities
 - Activities or programming for non-retreat events such as Cohorts, workshops, or conference presentations
- Assist in administrative tasks, including but not limited to:
 - Collecting, organizing, and filing school paperwork from retreats or other events
 - Making any necessary reservations for facilities, vehicles, entry passes, etc.
 - Administering and collecting participant and guest surveys
- Under the direction of the OS Assistant Director, support the Adventure Recreation Team in their work with summer and seasonal programming
 - Assist in the set-up of adventure recreation activities as needed, including high ropes, waterfront, mountain biking, shooting sports, and target sports
 - Provide oversight, correction, and instruction to adventure recreation facilitators as necessary and when appropriate
 - As assigned, lead trainings for various adventure recreation certifications.
- Participate in the shared component of the Associate Program
 - Be committed to learning about yourself, your vocation, and the integration of your faith in all areas of your life
 - Anticipate professional growth in leadership alongside spiritual growth and character development
 - Actively seek and participate in continuing education opportunities which will support growth both professionally and personally
- Other duties as assigned

QUALIFICATIONS:

- High school diploma required; bachelor's degree in a related field is preferred
- Previous work experience in an Outdoor Education, Adventure Recreation or Teaching setting is preferred
- Experience which supports the ability to participate in a leadership development program

COMPETENCIES-Knowledge, Skills, and Abilities:

- Highly skilled in group facilitation and instruction
- The ability to model servant leadership

- Knowledgeable in the Outdoor Education & Adventure Recreation industries and aligned activities.
- Energetic and engaging approach to relational connection with both staff and guests
- Relational intelligence to maintain productive, effective, and professional relationships with all Foundation programs and guests
- Creative problem-solving skills
- Task-oriented

PHYSICAL REQUIREMENTS:

- Ability to lift and carry equipment and supplies weighing up to 50 pounds
- 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 on various adventure recreation-related equipment

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