

JOB DESCRIPTION

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

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
 - Examples include communications with school representatives, volunteers, and other outside organizations
 - May include the development and publishing of social media content for Outdoor School social media accounts
- 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 of guests, 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/lessons such as aquatic biology, nature hikes, archery, and more; and any potential late night or evening experiences
- Assist in the implementation of teacher professional development and curriculum development throughout the year or when the opportunity arises, including:
 - Summer teacher professional development workshops and professional development days during the school year
 - Curriculum for new outdoor school activities, some which may be shared on the OS website
 - One-off professional teacher development opportunities as they may arise
- Assist in the maintenance, movement, storage, and inventory of all OS equipment including:

- Outdoor Education equipment for aquatic biology, nature hike, fishing, etc.
- Adventure Recreation equipment assigned to Outdoor School use such as kayaks, high ropes equipment, archery equipment, & mountain bikes
- Program materials or other OS related materials such as student/teacher, drawstring bags, water bottles, and other OS swag
- Trailers and Canyon-based vehicles
- 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/Adventure Rec Assistant Directors, 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
 - May transport children on trailers when needed
- 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
- 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
- Ability to perform high rope activities and perform maintenance on various adventure recreation-related equipment
- Ability to lead a wide variety of activities in an outdoor environment and at varying heights

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.

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