

## Job Description

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**POSITION TITLE:** Outdoor Education Program Director

**RESPONSIBLE TO:** Executive Director

**STATUS:** Full-time

**COMPENSATION/BENEFITS:** Annual salary in the range of \$45-\$55 (DOE), health insurance, paid time off / three weeks' vacation, half-day Friday during the off-season, course discounts, paid professional development

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### Overview

The Outdoor Education Program Director (OEPD) provides leadership and proactive consultation in responding to the educational needs of The National Center for Outdoor & Adventure Education's (NCOAE) Outdoor Education programs. Serving in a leadership role, this position is responsible for the safety, quality, and educational effectiveness of all of NCOAE's outdoor education field courses. The OEPD works administratively at NCOAE headquarters in Wilmington, N.C., and in the field when called for. This position reports directly to NCOAE's Executive Director and works closely with the Outdoor Education Department's Associate Program Director.

### Essential Job Functions

The Outdoor Education Program Director coordinates matters related federal and state agencies that issue land use permits, industry accreditations, partnerships, customer relations, program growth, staff, vehicles, equipment, food and program logistics.

*Specific job functions include:*

- Recruit, interview, train, schedule, supervise, and evaluate instructors
- Enforce program policies and procedures
- Propose updates/revisions to standard operating procedures
- Schedule and facilitate staff meetings
- Develop course outlines, itineraries, and schedules
- Ensure compliance with accreditation- and partnership -related standards and regulations
- Maintain equipment and food inventories, budget, and program records
- Instruct and facilitate outdoor education courses based on NCOAE's curriculum
- Supervise outdoor education expeditions
- Work with outside vendors on the creation of course marketing material
- Ensure that equipment is maintained in a serviceable condition

- Acquire permits and maintain land use documentation
- Assist with the development and implementation of NCOAE's long-range goals and objectives

### **Required Attributes**

Successful candidates for the Outdoor Education Program Director position need to possess critical thinking skills and the ability to work at an efficient pace. Successful candidates must also have a strong understanding of NCOAE's programming, as well as excellent written and verbal communication skills. The OEPD is an organized and innovative problem solver who can consider all possibilities when managing challenging situations and scenarios. The OEPD also understands and respects the need to default to written procedure and will ask for help whenever the need should arise.

As it is with all positions within our values-based organization, a strong team-centered orientation is a must, as well as a high level of curiosity and passion for outdoor and experiential education and adventure-based programming. Other required attributes of the Associate Director of Outdoor Education position include someone who:

- Possesses knowledge and passion for NCOAE programs, curriculum, and operating philosophy.
- Demonstrates success with multitasking and working as an integral part of a high-functioning team responsible for the care and safety of others.
- Possesses excellent oral and written communication skills, including public speaking skills and procedure training/demonstration skills.
- Is proficient in basic computer operation using both Apple / Mac and PC computers, including but not limited to navigating the Internet; using programs like Microsoft Word, Excel, and PowerPoint; and is proficient in corresponding via email and text.

### **Minimum Qualifications and Preferred Requirements**

- High school diploma or equivalent required — Bachelor's degree (or progress towards a degree) in Outdoor Education, Outdoor Recreation, or related field is preferred.
- Prior experience working in wilderness programming, outdoor education, residential summer camps, or related field required — two to four years prior experience working in a logistical/support staff position is required.
- Prior experience working in a supervisory role is required.
- Demonstrated competency and skills in wilderness and backcountry risk management is required.
- Excellent communication and interpersonal skills, including oral and written communication skills, public presentation skills, and the ability to train/demonstrate technical outdoor skills to others is required.
- Valid driver's license and clean driving record is required.

- Current WFR (Wilderness First Responder) and CPR certifications are required (willingness to obtain immediately after hiring is acceptable).
- Satisfactory completion of NCOAE's Instructor Course is required, as is current knowledge and passion for NCOAE programs, curriculum, and operating philosophy.
- Language fluency: English is required, Spanish is preferred.

## **Physical Requirements**

The Outdoor Education Program Director will frequently be required to stand seven to 10 hours per day and will regularly be required to lift and carry materials weighing up to 50 lbs. for distances of up to five (5) miles. Extensive use of a computer keyboard and the telephone is also required, as is walking and hiking several miles per day in rugged, remote terrain while wearing a backpack. The ability to perform job duties in indoors and outside in all types of weather conditions is also required.

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## **About The National Center for Outdoor & Adventure Education (NCOAE)**

Founded in 2009, The National Center for Outdoor & Adventure Education (NCOAE) designs and delivers handcrafted outdoor and adventure education experiences that promote personal growth, professional development, and stewardship in our communities and the nature environment. Accredited by the Association for Experiential Education (AEE), NCOAE is approved by the North Carolina Office of EMS (NCOEMS) to deliver Basic and Advanced EMT training to individuals interested in satisfying eligibility requirements for the National Registry of Emergency Medical Technicians (NREMT) exam and state EMT exams.

At NCOAE, values are part of our DNA. They define what our organization stands for, highlighting an expected and ultimate set of behaviors and skills. Our values lie at the core of our culture — meaning, they are fundamental, enduring, and actionable. When properly executed at all levels of our operations, our core values play a central role in attracting and retaining students, partners, affiliates, and team members. They also guide us when making difficult decisions, prioritizing opportunities, and differentiating our brand.

Our Core Values are:

- **Challenge by Choice:** Self-determination allows us to challenge ourselves and others, enhance knowledge and understanding, develop new skills, change attitudes and behaviors, and build confidence.
- **Collaboration:** Thoughtful collaboration, based on the acknowledgement of one another's strengths, allows us to optimize our business operations and deliver transformative student experiences.

- **Compassion:** We relate with others through acceptance and understanding in order to promote personal growth and engaging student experiences in a supportive community.
- **Innovation:** By learning from our own experiences and championing original and derivative thinking, we seek to differentiate ourselves and provide unmatched experiences for those we serve.
- **Proactiveness:** Being prepared allows us to mitigate risks, improve student experiences, advance our internal processes, and plan for and be comfortable with the unknown.
- **Resiliency:** We persist in the face of adversity, learn from failure, and adapt and evolve to become stronger and wiser.

### **Equal Opportunity**

*The National Center for Outdoor & Adventure Education (NCOAE) is an equal opportunity employer and does not tolerate or support any form of unlawful discrimination. All employment decisions at NCOAE are based on merit and to the principle of equal employment opportunity. Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, disability, veteran status or any other protected characteristic. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (NCOAE is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).*