



Inspiring, empowering, and transforming children's lives through outdoor education

Exploring New Horizons Outdoor Schools at Loma Mar.
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POSITION: Assistant Director
LOCATION: Exploring New Horizons Outdoor Schools at Loma Mar, CA.
STATUS: \$105 per day depending on experience.
SUPERVISOR: Program Director
BENEFITS: Monthly health stipend, room and board through work year
HOURS: 30-40 hours / week Full Time during program weeks

WHAT IS EXPLORING NEW HORIZONS?

Exploring New Horizons Outdoor Schools in Loma Mar is one of three Outdoor education programs run by Exploring New Horizons (ENH). ENH provides exceptional outdoor residential education to K-8 students at three unique locations through a rich and relevant curriculum tied to state and national education standards. Serving over 8,000 students from 95 schools annually from the SF Bay area and the Central Coast, ENH offers customized programs at our three campuses: Pigeon Point, Loma Mar and Sempervirens. The Loma Mar program consists of 4 and 5 day programs for 5th and 6th grade students.

POSITION OVERVIEW:

Under the direction of the Program Director, the Assistant Director is an integral part of the administration team. When the Program Director is off duty, the Assistant Director ensures that staff adheres to all Exploring New Horizons policies and procedures. The Assistant Director assists with overseeing the planning, implementation, and management of the program.

JOB RESPONSIBILITIES:

General Administration:

- When Program Director is not on duty, fulfill Program Director responsibilities and decision making
- Provide discipline action and conflict resolution with students and counselors
- Participate and support evening activities
- Serve as on-call administrator one to two nights per week
- Assist in the program and site operations; including but not limited to naturalist and Health Care Supervisor support, driving camp vehicles and procurement of program supplies
- Manage all product sales and inventory (T-shirts, sweatshirts, hats, etc).
- Communicate with Program Director, staff, teachers and parents to exchange information and resolve issues or concerns.
- Other duties as negotiated.

Program Development:

- Assist with the development and documentation of program curriculum that fits within the California Science Framework, Common Core and Next Generation Science Standards.
- Assist with the development of pertinent program materials for the teachers, naturalists and other staff.
- Assist the Program Director with the planning and conducting of in-service trainings as part of naturalist education.

QUALIFICATIONS:

- Current certification in advanced First Aid and CPR from an authorized organization
- At least 2 years experience in residential outdoor school management and programming
- At minimum, a Bachelor's degree, or equivalent experience
- Ability to follow and implement organizational risk management procedures, medication procedures and health care practices
- Possess organizational skills to manage necessary documentation, and required record keeping
- Foster a healthy teamwork environment
- Ability to work in a variety of inclement weather including (but not limited to) rain, sleet, mud and wind
- Willingness to work a flexible work week, including two to three nights a week
- Strong communication skills, both verbal and written
- Ability to manage multiple tasks at one time
- Capability to assess and manage crisis situations
- Ability to lift 40 lbs
- Capability to communicate thoughtfully and completely in both written and spoken forms
- Valid Driver's License and clean driving record
- All staff must be TB tested before employment
- Additional pay (\$5.00/day) is given for a current Teaching credential or a MS/MA in a related field.

To apply: Send cover letter and resume to: bridget@exploringnewhorizons.org or to Bridget "B" Posson, Program Director PO BOX 37 Loma Mar, CA 94021 . For more information please visit our website <http://www.exploringnewhorizons.org/>.

Exploring New Horizons Outdoor Schools does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability or age in any of its policies, procedures or practices.