



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

Exploring New Horizons Outdoor Schools at Sempervirens
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POSITION: Assistant Director/Medic
LOCATION: Exploring New Horizons at Sempervirens, Boulder Creek, CA.
STATUS: \$105/day depending on experience and qualifications.
SUPERVISOR: Program Director
BENEFITS: Monthly health stipend, room and board through work year
HOURS: Full Time during program weeks including 1-2 nights on call

WHAT IS EXPLORING NEW HORIZONS?

Located in Boulder Creek, CA, Sempervirens is one of three outdoor education programs run by Exploring New Horizons Outdoor Schools. Exploring New Horizons 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 Sempervirens 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/Medic performs a variety of health care activities involved in administering first aid, dispensing medications and providing medical treatment and emergency care services to students enrolled in the Outdoor Education program. They also help with student discipline, teacher and parent customer service, creating cabins lists and other administrative duties that go into running an outdoor school.

JOB RESPONSIBILITIES:

- Screen and evaluate health forms to find behavioral and medical conditions of students in the weeks before they attend outdoor school; contact parents and teachers regarding med forms
- Examine sick or injured students and identify illnesses, injuries and medical emergencies; coordinate response to emergency situations.
- Dispense medications to students according to physician instructions; maintain medication logs and records; review student medical forms to verify completeness and identify student health care needs; implement services to assure health care needs are being met.
- Monitor students with specialized health conditions and dietary needs; assure students receive adequate medical services to assure optimal health; advise students, parents and staff concerning special medical and dietary needs among students.
- Communicate weekly with the Sempervirens kitchen staff regarding any dietary restrictions and supplements for participating students and/or teachers.
- Monitor and maintain adequate inventory levels of first aid and emergency medical supplies; order, receive and assure proper storage of supplies. Manage annual medical supply budget.
- Organize and type weekly cabin lists and office paperwork.
- Be on call two nights per week for and responding to any nighttime emergencies.
- Assume roles and responsibilities of Program Director when they are not on duty, including decision making, discipline, and emergency response. This could include making decisions about student health and discipline, making calls to emergency services and communicating with the Executive Director.
- Assist in the day to day program and site operations, including but not limited to naturalist trail support, driving camp vehicles and procurement of program supplies.

- Facilitate conflict resolution sessions among students.
- Carry through with student discipline.
- Communicate with parents regarding student medical concerns, dietary concerns, and disciplinary action.
- Other duties as negotiated.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to manage multiple tasks at one time.
- Bilingual speakers a plus.
- Capability to assess and manage crisis situations.
- Valid Wilderness First Responder certification. Bonus pay rate for current EMT certification.
- At least 1 year familiarity of residential outdoor school management and programming.
- Patience with students while dealing with discipline issues.
- At minimum, a Bachelor's degree, or equivalent experience.
- Ability to work with Microsoft Word, Excel and Google Drive, Docs and Sheets
- Ability to work in a variety of inclement weather including rain, sleet, mud and wind.
- Willingness to work a flexible work week on an annual basis.
- Strong communication skills, both verbal and written.
- 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.
- 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.
- Position carries risk of exposure to blood-borne pathogens and bodily fluids.

To apply: Send cover letter and resume to: tracey@exploringnewhorizons.org or mail to Tracey Weiss, PO Box 1514, Felton, CA 95018. For more information please visit our website <http://www.exploringnewhorizons.org/>.

Position is open until filled.

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.