



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

Exploring New Horizons Outdoor Schools at Sempervirens
P.O.Box 1514, Felton CA 95062
Ph. 831.338.3077 Fx. 831.533.7800
asa@exploringnewhorizons.org
www.exploringnewhorizons.org

POSITION: Program Coordinator
LOCATION: Exploring New Horizons at Sempervirens, Boulder Creek, CA.
STATUS: Commensurate with experience.
SUPERVISOR: Program Director
BENEFITS: Monthly health stipend, increased pay rate for master's degree or teaching credential, housing stipend
HOURS: Full Time during program weeks (Mid-August 2018 – Beginning of June 2019)

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, Exploring New Horizons 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.

Exploring New Horizons is committed to educating and empowering children to make thoughtful, conscious, and sustainable choices for themselves and the environment. By providing children rich educational opportunities to safely explore the natural, un-plugged world, our naturalists foster a sense of adventure and love of learning while encouraging children to creatively envision and work together towards a positive future.

POSITION OVERVIEW:

The Program Coordinator is responsible for the recruitment, placement and training of the high school students who act as counselors during each week of program. This entails going to high schools around the San Francisco Bay Area to do training as well as follow communication and problem solving when counselors back out at the last minute. The Program Coordinator is also responsible for making pre-program visits to the participating elementary schools and doing presentations about the outdoor school to parents, students and teachers, preparing them for their outdoor school experience. A staff vehicle is provided for all transportation. Must be comfortable with driving long distances frequently.

JOB RESPONSIBILITIES:

- Schedules and Conducts all elementary school visits: student presentation, teacher meeting and parent presentation
- Schedules and conducts all high school counselor training workshops at the high schools
- Select, assign and invite counselors for each week of program
- Communicates with teachers about program paperwork and maintains the online storage in addition to tracking and following up on pre-program tasks.
- Provide teachers with all materials and paperwork prior to trip
- Communicates with the staff regarding special needs or concerns related to upcoming program
- Assists with general office duties including answering phone, making copies, stocking office supplies, updating program materials, and sending lists of counselors to high schools and elementary schools
- Creates and sends out electronic and paper counselor advertisement packets and applications to high schools and maintains communication with high school contact

- Makes sure that all high school counselor paperwork is turned in by first day of program and final list is given to program director and medic
- Potentially subs on the trail as a naturalist if the schedule allows
- Occasionally subs for program director when they are sick or are off-site

QUALIFICATIONS:

Education: A BA or BS in science, education, recreation, or related field. Additional course work or experience in counseling, public speaking, music, or other related areas is helpful. Additional pay given to applicants holding a current Teaching credential or a MS/MA.

Experience: Prior experience working for an outdoor school – two years a plus. Prior experience conducting and coordinating presentations for large groups. Experience working with children, preferably in an outdoor teaching setting but also including other education programs, public or private schools, camps, park systems, child/day care/after school programs, etc. Experience working with inner city youth a plus. Spanish speaking a plus.

Certifications and other skills: All staff must hold current certification in Standard First Aid/CPR. Valid driver's license and clean driving record. Must be able to work Microsoft programs and utilize Google Drive, Sheets, and have familiarity with basic presentation technology. Have a willingness to work long days, occasionally over 12 hours, and participate in program activities such as opening and closing campfire. Some evenings and weekends required. Strong organizational, inter-personal and communication skills a must.

To apply: Send cover letter and resume to: asa@exploringnewhorizons.org or mail to Asa Deane, 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.