



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

Exploring New Horizons Outdoor Schools at Sempervirens
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POSITION: Program Coordinator
LOCATION: Exploring New Horizons at Sempervirens, Boulder Creek, CA
STATUS: Non-exempt, hourly
SUPERVISOR: Program Director
BENEFITS: Monthly health stipend, increased pay rate for Master's Degree or teaching credential, room and board through work year
HOURS: Full Time (Mid-August through Beginning-June)

WHAT IS EXPLORING NEW HORIZONS?

Exploring New Horizons Outdoor Schools at Sempervirens 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 Sempervirens program consists of 4 and 5 day programs for 5th and 6th grade students.

POSITION OVERVIEW:

The Program Coordinator at Exploring New Horizons provides administrative support to the Program Director. The Program Coordinator plays a critical role in the camp environment. He/she is responsible for the recruitment, placement and development of the high school youth who serve as volunteer cabin counselors during each week of program. This entails going to high schools around the San Francisco Bay Area to lead training, recruit and bolster support for the high school cabin counselor program to partnering high schools through a variety of communications. The Program Coordinator is responsible for making pre-program visits to the participating elementary schools and doing presentations about the program to parents, students, and teachers. A staff vehicle, gas, and food budget is provided for these school visits. The Program Coordinator must be comfortable with driving long distances several times per week.

JOB RESPONSIBILITIES:

Program:

- a) Assists with setting up the program each year; tasks include pre-program work, meeting with parents, classes of students and teachers; helping develop printed materials, including handouts for parents and teachers and a teacher handbook
- b) Visit participating and prospective schools, make presentations about Exploring New Horizons to students, teachers and parents
- c) Manage group paperwork by creating cabin lists, schedules and other necessary documents for school programs
- d) Communicate with Program Director and staff regarding special needs or concerns related to upcoming programs and participants
- e) Coordinates and communicates teacher housing schedule
- f) Attend Monday and Friday staff meetings and in-service Fridays

Counselor Coordination:

- a) Coordinate the recruiting, interviewing, selection and training for the high school and college students who serve as counselors during each program week
- b) Work with other administrative staff to set up weekly high school workshops and recruitment efforts for support staff to conduct on the first day of every program.
- c) Pass on recruitment information and applications to elementary/middle school teachers to assist with recruitment. Inform Program Director and classroom teachers well in advance if cabin counselor list is low.
- d) Maintain records of previous counselors to use as additional recruitment tools.
- e) Manage the written documentation, application materials, and evaluation of all counselors.
- f) Work with new regional high schools to develop partnerships and prospective avenues for counselor recruitment.
- g) Communicate with teachers and staff to set up transportation of counselors if needed.

Other Duties:

- a) Assist with general office duties
- b) Occasionally substitute on trail as a naturalist or other staff if needed
- c) Maintenance of Program Coordinator vehicle

KNOWLEDGE, SKILLS AND ABILITIES

- Valid driver's license and clean driving record
- At least 2 years previous years experience working within the Environmental Education field as a naturalist or administrator
- At minimum, a Bachelor's degree, preferably in Education, Environmental Science, Biology or equivalent experience
- Ability to work a flexible schedule. Evenings and some weekends required.
- All staff must hold current certification in First Aid and CPR prior to employment
- Comfortable preparing and presenting information verbally in public to groups of adults, students and peers.
- Driving long distances several times per week to visit elementary, middle and high schools we serve.
- Working knowledge of Microsoft Word, Excel and Power Point.
- Practice non-violent communication skills with students, teachers, counselors and co-workers (positive tone, kind and professional attitude).
- Capacity to communicate in written and verbal formats.
- Capability to manage multiple tasks at one time.
- Works well independently and capacity to manage daily schedule.

To apply: Send cover letter and resume to: kira@exploringnewhorizons.org or to Kira Lucier, Program Director, P.O. Box 1514, Felton, CA 95018. 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.