



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

Exploring New Horizons Outdoor Schools at Sempervirens
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POSITION: Program Director
LOCATION: Exploring New Horizons at Sempervirens, Boulder Creek, CA.
STATUS: Exempt
SUPERVISOR: Executive Director
STAFF MANAGED: Oversight of All Sempervirens program staff, including Program Coordinator, Assistant Director/ Medic, and team of 6 Naturalists
BENEFITS: Medical Stipend, Housing, Vacation and access to 403(b) retirement savings plan.
HOURS: August 15 – June 15: Full-time
June 15 – August 15, December: Part-time (as needed to wrap up Outdoor Education Program, and prepare end of year reports and budgets)

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:

The Sempervirens Program Director is responsible for overseeing the planning, implementation, and management of the Sempervirens Outdoor School Program, including the Sempervirens Staff, classroom teachers, high school counselors and students. The Program Director is charged with ensuring that the Sempervirens staff adheres to all Exploring New Horizons policies and procedures and that the program operates with the highest quality, cost effectiveness, and ethical standards. For more information about the Sempervirens program, please visit us online at exploringnewhorizons.org.

JOB RESPONSIBILITIES:

General Administration

- a) Manage a staff of 8; this includes Naturalists, Program Coordinator and Assistant Director/Medic.
- b) Recruit and schedule schools for the Sempervirens Outdoor School Program.
- c) Ensure the Finance Director has all the necessary data to process school contracts in a timely fashion.
- d) Work with the Executive Director to draft the Sempervirens fiscal year budget.
- e) Conduct weekly Sempervirens staff meetings.
- f) Foster and maintain a positive relationship with State Parks, Camp Krem staff, and neighbors.
- g) Act as a liaison between program and classroom teachers, including defining their responsibilities and providing them with support before, during and following their students' visit.
- h) Oversee and authorize the Sempervirens Operating Budget.
- i) Submit required documentation regarding personnel to the Finance Director in a timely manner.
- j) Approve credit card purchases and invoices for the Sempervirens site.
- k) Ensure that the Sempervirens facilities are maintained according to the established schedules.
- l) Manage petty cash for the Sempervirens site.
- m) Manage all product sales and inventory (Tee-shirts, sweatshirts, hats, etc.).

Program Development

- a) Oversee the development and documentation of program curriculum that fits within the California Science Framework and Next Generation Science Standards, including but not limited to: California history, natural history, maritime history, botany, zoology, astronomy, weather and oceanography.
- b) Oversee the development of pertinent program materials for the teachers, Naturalists and other staff.
- c) Serve as primary contact and support for participating teachers during program time.
- d) Serve as Sempervirens chief spokesperson at schools, service organizations, and other speaking opportunities.
- e) Develop appropriate presentation materials for schools and other marketing opportunities.
- f) Oversee the Program Coordinator in their role.
- g) Plan and conduct in-service trainings on selected topics as part of continued naturalist education.
- h) Approve of and oversee the implementation of staff short- and long-term curriculum projects.
- i) Ensure that all safety and health guidelines are posted, adhered to, and monitored regularly.

Personnel

- a) Hire, train, supervise and support the Sempervirens staff.
- b) Ensure that all required documentation and screening has been completed by all contract and regular employees and volunteers.
- c) Foster a healthy teamwork environment within Sempervirens and Exploring New Horizons.
- d) Conduct and document performance evaluations and set written evaluations for staff.
- e) Review personnel procedures and policies with staff; inform staff when changes or additions are made to the personnel handbook.
- f) Coordinate community-building activities both during and after work hours.

Fundraising

- a) Seek funding support for program-related in-kind gifts of outdoor program equipment.
- b) Support Executive Director in identifying possible sources of support including potential major donors or Board Members.

QUALIFICATIONS

- Familiarity of residential outdoor school programming.
- At least 2 years management experience of environmental education program or equivalent.
- At least 2 years as a naturalist with an outdoor school program.
- Familiarity with restorative justice and non-violent communications practices.
- Knowledge of computer-based programs: MS Office, Salesforce, BOX and Google Drive.
- At minimum a Bachelor's degree preferably in Education, Environmental Science, Biology or equivalent experience.
- Willing to obtain advanced first-aid training (Level 2, WFR).
- Significant passion and experience providing dynamic lessons for youth in the outdoors.
- Ability to physically navigate over 5 miles of rocky terrain.
- 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 on an annual basis.
- 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 pounds.
- Capability to communicate thoughtfully and completely in both written and spoken forms.
- Valid driver's license and clean driving record.

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.