



101 Cooper Street
Santa Cruz, California 95060
www.exploringnewhorizons.org

JOB POSTING

POSITION TITLE

Assistant Program Director

POSITION SUMMARY

The Assistant Program Director, Sempervirens, at Exploring New Horizons (ENH) works with incredibly diverse groups of students from across northern California. In this role, you will assist the Sempervirens Program Director in managing a program that serves approximately 6,000 students per year. Direct responsibilities include managing disciplinary issues with a restorative lens and coordinating with teachers, guardians, and cabin leaders. You will work with ENH staff, classroom teachers, and site partners to build a great ENH community for all our students.

ABOUT EXPLORING NEW HORIZONS

Founded as a nonprofit in 1979, ENH partners with over 100 schools annually, and in its 45-year history ENH has served more than 225,000 students. Each year, 8,000 Northern California students grades 3-8 participate in 3- to 5-day programs at its Pigeon Point and Sempervirens sites. ENH engages school groups in outdoor education programs that empower students, build environmental literacy, and strengthen school communities.

LOCATION

Scotts Valley, California

EMPLOYMENT STATUS & WORK SCHEDULE

This position is hourly, non-exempt, and works 36–40 hours per week, 4–5 days per week (Monday–Friday) with occasional overtime. The Assistant Director works 2–3 evening shifts per week, with one evening including an overnight on-call shift.

Training begins August 12, 2024. Programs begin on September 10, 2024 and tentatively end on May 30, 2025 (excluding holiday breaks).

WHO YOU ARE

ENH does not expect every applicant to have every skill and qualification listed here. We are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role will possess at least 75% of the following qualifications. If this is you, then we strongly encourage you to apply.

KNOWLEDGE & SKILLS

- Passionate about ENH's mission

- Understand and has a personal commitment to equity and inclusion in the outdoors
- Experience developing and facilitating Outdoor Education curriculum
- Experience implementing organizational risk management procedures and health care practices
- Ability to assess and manage crisis situations
- Experience problem solving in the workplace
- Manage administrative tasks and required record keeping with strong attention to detail
- Willing to learn new technical skills (such as project management tools)
- Can prioritize multiple objectives simultaneously
- Give and receive feedback with a growth mindset
- Foster a healthy, positive teamwork environment
- Communicate thoughtfully and effectively (both verbal and written)

JOB REQUIREMENTS

Education & Work Requirements

- Bachelor's degree or equivalent experience
- Advanced certifications or degrees are a plus
- Current CPR and First Aid certification; advanced certifications are a plus
- At least 2 years experience in residential outdoor school management or programming

Physical & Mental Requirements

- Maintain positive outlook and make good decisions even in persistent adverse conditions, such as unexpected schedule or staff changes, long working hours, inclement weather, or crisis
- Participate in moderate physical activity, including but not limited to hiking, navigating over rocky terrain, working in a variety of inclement weather, and lifting 40 lbs
- Sit or stand at a desk for 40% of time or greater
- Be positive and enthusiastic when working with youth, high school and adult volunteers, and teachers in an experiential learning environment
- Possess a valid driver's license, clean driving record, and have transportation
- Satisfactory background check and TB test

DUTIES & RESPONSIBILITIES

- Develop positive relationships between staff, participants, schools, and facility partners
- Train and support parent and high school cabin leader volunteers each week
- Communicate with the Program Director, Health Supervisor, Medic, staff, teachers, cabin leaders and parents to exchange information to support students and resolve issues
- When the Program Director is not on duty, fulfill all program responsibilities and decision making, including being the main point of contact to teachers and partners
- Provide conflict resolution, discipline, and action with students and cabin leaders as needed
- Support and participate in evening activities
- Assist in programming and operations, including but not limited to educator and health team support, merchandise sales and inventory, and more.
- Serve as on-call administrator one night per week
- Participate in the design and implementation of curriculum and program offerings using current standards and frameworks
- Assist with planning and facilitating staff training at the start of each season and throughout the year
- Evaluate program effectiveness and efficiencies, including reviewing survey results and verbal feedback, to determine program needs and operational changes

COMPENSATION

- Pay range: \$32-\$35 per hour
- \$50/night on-call stipend
- 10 paid sick days annually
- Up to \$250 per month for health, dental, and vision insurance reimbursements
- \$1,500 annual stipend for Spanish fluency
- Professional development opportunities, such as conference attendance

HOW TO APPLY

Send a resume and cover letter with “Assistant Program Director” in the subject line to jobs@exploringnewhorizons.org. Initial Review Date: August 1, 2024. Position open until filled.

For more information, please visit www.exploringnewhorizons.org or contact Katherine Monroe, Program Director, at katherine@exploringnewhorizons.org.

All applicants are considered for all positions without regard to race, religion, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage, or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact the Executive Director, Joshua Lanam, at josh@exploringnewhorizons.org.