

Ascend Wilderness Experience

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Ascend Wilderness Program Director Job Description

Job Title: Program Director & Education Coordinator
Supervisor: Executive Director
Supervises: N/A
Status: Part-Time to Full-Time depending on active projects and time of the year.

SUMMARY: *The Program Director will develop, schedule, and help execute outdoor programs for the Ascend Wilderness Experience. This job is diverse and includes, but is not limited to: scheduling outdoor programs that promote stewardship and individual development, assessing new gear needs within a prescribed budget, hiring guides, obtaining necessary certifications and permits, communicating with participants and parents, and collaborating with the Board of Directors and Executive Director to evaluate and improve programs. As the Education Coordinator, this job includes, but is not limited to: collaborating with partners to develop and execute Ascend After School programming as well as Expanded Learning Opportunities Programs that create outdoor opportunities for students in Trinity County, developing outdoor programs that promote stewardship and individual development in students, and communicating with participants, parents, school administrators and staff. This job will also provide opportunities for training in an array of skills such as Wilderness First Aid & CPR, as well as non-profit management and interpersonal skills within the workplace. Ultimately this position will help promote and carry out Ascend's mission of making wilderness accessible to everyone in safe and inspiring ways and fostering a community of stewardship and love for our wild places.*

ESSENTIAL RESPONSIBILITIES AND DUTIES include the following. Other duties may be assigned.

Backpacking & Hiking Programming (In coordination and support from Executive Director)

- Develop outdoor programs and schedule for upcoming backpacking and hiking season
- Coordinate with USFS and other partners to schedule stewardship and volunteering
- Assess new gear needs within prescribed budget
- Risk Management planning; including arranging for appropriate insurance coverage
- Maintain and obtain necessary organizational certifications and permits
- Collaborate with the Board of Directors and Executive Director to evaluate program annually, adjust to feedback from clients and staff, and develop new program concepts

Education Coordinator Programming:

- Develop outdoor opportunities and programs for Trinity County students that meet guidelines and goals for Ascend's After School Program and funding requirements.
- Develop extended learning outdoor opportunities like Spring Break Day Camp, etc.
- Contract with education partners in Trinity County to provide programming that fulfills guidelines set forth by the Expanded Learning Opportunities Program
- Design and execute safe, fun, and rewarding outdoor activities and programs that inspire students
- Organize transportation
- Collaborate with the Board of Directors and Executive Director to evaluate programs annually, adjust to feedback from clients and staff, and develop new program concepts.
- Participate in educational trainings when applicable.

Administration

- Engage in professional correspondence with partners to fulfill contract obligations and grant activities
- Design budgets and administer grant funds responsibly
- Complete grant reports

Staffing (In coordination and support from Executive Director and PR Manager)

- Oversee details of hiring wilderness guides; including interviewing, screening, running background checks, and contracting guide staff, reviewing and revising the staff handbook, and collecting all hiring paperwork
- Organize, prepare, and manage staff training for all credentials. i.e. Wilderness First Aid, Water Safety, Driving Records, W-2's, etc.
- Develop performance measures and system for assessing performance, educate staff about these policies and procedures, implement evaluations and communicate evaluation results to staff
- Create staffing schedules for trips; including day hikes, transportation schedule, and identifying and scheduling On-Call Persons and Emergency Contacts

Trip Application Management (In coordination and support from Executive Director and PR Manager)

- Coordinate all details of participant application annually, including: reviewing and updating application, distribution, publicizing, and setting deadlines, and responding to application inquiries
- Review participant applications and schedule participants for individual programs
- Communicate with families regarding participation
- Capture data from participant applications for follow-up and future organizational use

Food and Supplies Coordination (In coordination and support from Executive Director and PR Manager)

- Plan and execute trip menus considering dietary restrictions and choosing healthy, balanced, kid-friendly food options
- Coordinate fresh food purchases and distribution for hiking trips
- Execute food shopping and food packing
- Stock first aid kits and other non-food supplies
- Manage gear and supplies. Take annual inventory of gear & supplies, repair broken gear, restocking needed gear, replacing lost gear.
- Write annual grants for organizations gear and supply costs.

Program Season

- Schedule, organize, and execute orientation meetings for participants and guides
- Serve as general contact for participants and families
- Coordinate parent transportation volunteers
- Provide last minute outreach to fill cancellations
- Support summer staff by leading Pack Meetings and serving as primary contact

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- **Leadership** - Exhibit's confidence in self and others; Inspires and motivates others to perform well; Inspires respect and trust; Accepts feedback from others; Gives appropriate recognition to others; Displays passion

and optimism.

- **Business Acumen** - Understands business implications of decisions; Aligns work with strategic goals; Aligns work with organizations mission; Develops and implements cost saving measures.
- **Ethics** - Demonstrates knowledge of Equal Employment Opportunity policy; Treats people with respect; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Works with integrity and ethically; Upholds organizational values.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary, to reach goals.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Demonstrates persistence and overcomes obstacles; Asks for and offers help when needed.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Capable of safe and sound decision making and responding efficiently, effectively and sensitively to any emergencies or problems that arise
- * Ability to lead by example, promoting the development of backcountry skills as well as life skills such as organization self-esteem, problem-solving strategies, communication techniques, and social skills
- * Experience working with youth, and awareness that compassion, flexibility and patience are critical tools in interacting with youth.
- * Expertise and drive balanced with openness to embrace new ideas
- * Appreciation for diversity in culture, race, sexual orientation, religion, gender identity, ethnicity and differing, mental, physical, social and emotional ability.
- * Comfortable living outdoors and with wilderness and trail skills (map, compass, & navigation, knot tying, tarp setting, fire building, etc.)
- * Ability to complete Lifeguard Training/CPR and Wilderness First Aid Training (courses are offered through Ascend)
- * Fitness level to carry a backpack weighing up to one third of your own body weight for up to 8 hours per day for up to 7 days in a row. (If guiding an Ascend trip).

Education Requirement:

A bachelor's degree or 2 years of full-time managerial experience is preferred.

Driving Requirement:

Travel throughout the county is required for all Ascend's programs.

This includes driving to schools throughout the county, driving to potential training or conferences in the northstate region, transporting participants to and from trailheads and driving to Redding to buy food. Hours are compensated and mileage is refunded at the current mileage reimbursement for California as determined by the IRS. A 3-year driving record from the DMV and proof of insurance will be required upon hire. Anyone driving for Ascend will be subject to Ascend Wilderness Experience's Driving Policy guidelines.

Job Screening:

Since this job involves working with youth, this position will require a background check upon hire.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine grants, reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Computer Skills:

To perform this job successfully, an individual will need to provide their own computer and should have knowledge of Word Processing software; Spreadsheet software; Accounting software; Social media platforms; Google Drive platform; Payroll systems and Internet software. Willingness to learn new software as needed.

ACKNOWLEDGMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change.

I further understand that my employment is at-will and thereby understand that the company or I may terminate the employment relationship at any time, with or without cause.

Employee, Signature

Date

Employee, Printed Name