

## Call for Applications – Outdoor Education Coordinator

Camp Alexander Mack is seeking an Outdoor Education Coordinator. This newly formed position is initially temporary, but with successful implementation will become permanent. The outdoor education coordinator will build an outdoor education program from the bottom up: recruiting school and home school classes, building programs, and developing an instructor network. The position reports to the Program Director. The position is a full-time salaried position with benefits.

Applications will be accepted until the position is filled. Screening and interviews begin February 15, 2019.

### QUALIFICATIONS:

- Be a Christian with a growing faith and a clear understanding of the Church of the Brethren. Feel a calling towards this level and style of ministry. His/her lifestyle needs to be an expression of Christian ethics and principles.
- Be at least 25 years of age and have a bachelor degree in environmental science, education, or a related field and 2 years of experience in a camp or outdoor education program.
- Be easily self-motivated and able to complete tasks independently.
- Have supervisory experience and be able to train, work with, and supervise staff and volunteers.
- Be able to write curricula
- Have the ability to work with education professionals as they schedule and plan their events
- Be computer literate, with the ability to manage a schedule, program database, and online presence.
- Have appropriate emotional maturity and stability.
- Work with honesty and integrity.
- Have good verbal and writing skills

**GENERAL PURPOSE OF THE JOB:** Plans, directs, and coordinates all outdoor education activities and develops a solid base of classes through the school year. This is an opportunity to impact education in this area by building a program from the beginning. It is hoped that the program will begin serving students in the fall of 2019.

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

1. **Class Recruitment and Marketing** – Research schools in a 45-mile radius to determine current outdoor education experiences students are currently doing. Develop relationships with local schools, educators, and home school cooperatives. Execute contracts to provide services. Develop a social media presence to promote opportunities.
2. **Program Development** – Create the basic structure for day and overnight outdoor education. Work with the guest and food service directors to determine capacity and available schedule for outdoor classes. Write curriculum for regular programming in the core areas of science, social studies, mathematics, language arts, and physical education, and work with individual schools to develop curricula that meets specific needs according to the appropriate Indiana State Standards. Work with the management team to determine fees.

3. **Recruit, train, and supervise staff** – Determine staffing needs for program delivery. Recruit volunteer and paid staff. Train staff to provide quality experiences and good learning for students. Schedule staff as needed, and supervise delivery of instruction. Evaluate staff regularly.
4. **Database and Records Management** – Maintain complete records of client schools, programs, and student participation for program development and camp records.
5. **Camp and Program Support** – Assist the program director during the summer camp program and be part of a team of professionals willing to pitch in where needed when available.
7. **Professional Growth** – Camp Mack will support obtaining certifications in activity areas including, but not limited to: waterfront/lifeguard, CPR/AED, archery, and level 1 high ropes. Attend classes and conferences including, but not limited to: EEAI, ACA, and CCCA.