

# ALPINE CAMP AND CONFERENCE CENTER



## OUTDOOR EDUCATION MANAGER

DATE WRITTEN: 5/10/2018

### PURPOSE

The Outdoor Education Manager will be directly responsible for overseeing day-to-day operations of Alpine's Outdoor Education Program, leadership and management of OE seasonal and part-time staff as well as expanding the program to include new schools while cultivating and maintaining existing school relationships.

### ACCOUNTABILITY RELATIONSHIPS REPORTS TO THE PROGRAM DIRECTOR

### GENERAL QUALIFICATIONS

- Must demonstrate a strong, maturing faith in Jesus Christ as Savior and Lord; the ability to confidently articulate that faith; and a willingness to serve the Church of Jesus Christ in a Christian camping environment.
- Must demonstrate and articulate an active interest, support, and belief in the major tenets of Evangelical Christianity and the Evangelical Covenant Church in particular.
- Must demonstrate speech and behavior consistently aligned with the Covenant Affirmations; along with Alpine's Identity Statements, Character Guide and Peacemaker's Pledge.
- Proven ability to work collaboratively with others, consistently putting the defined results of the team before personal preferences and desires.
- Demonstrated initiative, follow-through and ability to achieve agreed upon, timely results; evidencing healthy flexibility and self/time management.
- Able to productively work in an environment with frequent interruptions and occasional chaos.
- Proven willingness to follow directions of direct supervisor or his/her designee.
- Possessing the physical, mental, psychological and spiritual capacities to perform the duties, responsibilities and essential functions as outlined in written mutually agreed upon job descriptions and standards of performance.

### SPECIFIC QUALIFICATIONS

- Must have at least 2 years experience managing people.
- Must have at least 2 full years of experience working in an Outdoor Education environment, preferably with experience managing a program.
- Needs a basic understanding and familiarity with standard safety and operational practices of Signature Research or another equivalent ACCT accredited Ropes Course training company
- Must be willing and able to become certified to ACCT standards by Signature Research another equivalent ACCT accredited Ropes Course training company if applicable
- Must have at least 1-3 years experience setting up, operating, inspecting and maintaining all elements of the Higher Ground Ropes Course OR equivalent experience at another comparable facility.

### GENERAL RESPONSIBILITIES

- Proactively participate in assigned (staff/management team) meetings, activities and outcomes.
- Intentionally contribute to a healthy organizational culture aligned with Alpine's Identity Standards, Character Guide, Peacemaker's Pledge, etc.
- Proactively engage in increasingly effective two-way communication (sharing information, resources and feedback) within your department and, as needed, with all relevant departments regarding actions and resources required to achieve determined results.
- Comply with all policies and practices as outlined in Alpine's Personnel Policy Handbook and other handbooks and manuals relevant to this position.
- Commit to Alpine's Relational Covenant guidelines.
- Other duties as assigned by Alpine's executive leadership.

### **SPECIFIC RESPONSIBILITIES**

- Oversee day-to-day operations pertaining to the Outdoor Education Program at Alpine Camp and Conference Center.
- Will take a proactive and primary role in the management, leadership and development of all Outdoor Education Seasonal Staff and all program counselors.
- Will take a primary role in developing the Outdoor Education curriculum and updating all classes and content to be consistent with state science and history core content and standards.
- Will assist and advise the Program Director and the Program Camps Manager in the advanced training of any seasonal staff and/or part time staff that work in the areas of Outdoor Education, Ropes Course, Winter Camp, Summer Camp, or other related programs.
- Will take a primary role in the basic training of all seasonal staff and program counselors in the OE program.
- Will assist the Recreation Program Counselor and Coordinator in the basic training of all Part-Time staff on the Higher Ground Ropes Course.
- As a part of primary responsibilities, will focus on sales and marketing of the OE program. This includes, but is not limited to: Attending conferences as a vendor and solicitor, making in-person visits to public and private schools, working with the Program and Executive Directors in the design and development of both print and digital marketing, assisting with the maintenance of the Outdoor Education Website, and spending significant time investing in current clients to maintain and retain key relationships.
- During the months of November, December, January, June, July and August, will spend approx.. 60% of work hours focusing on Sales and Marketing of the OE program, and 40% of work hours developing the program, curriculum and physical sites.
- Will continually evaluate all systems, both digital and physical, that pertain to the Outdoor Adventure program and maintain/update them as necessary.
- Other duties as assigned by the Program Director.

### **GENERAL ESSENTIAL FUNCTIONS**

- Able to arrive consistently on time and prepared to work.
- Capable of ascending and descending stairs and ladders
- Capable of lifting and carrying up to 50 pounds
- Possesses a valid California driver's license and a clean driving record or an Identification Card.
- Able to sit, stand and/or work in varied conditions for extended periods of time as needed.
- Able to clearly speak to and hear others both in person and through varied electronic communication devices.

### **SPECIFIC ESSENTIAL FUNCTIONS**

- Must be able to work for considerable amounts of time (4+ hours) at heights of 20 feet or more
- Skills in scheduling, managing and graciously correcting staff when necessary
- Must be a strong coach and encourager
- Must be an entrepreneur and comfortable making sales calls, both on the phone and in person.

### **SIGNATURES:**

I \_\_\_\_\_ have read and received a copy of my Job Description.  
(Print Name)

I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date Reviewed with Supervisor

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date Reviewed with Employee