



Job Description for Adventure Coordinator

Summary

Reports to Adventure Director; responsible for Adventure safety, Adventure training, supervision of Adventure activities and leading outdoor education programs day trips, and multi-day trips and assigned activities relating to the BlueFire program.

Essential Duties/Responsibilities

- Assist in planning and preparations of adventure activities
- Leads and facilitates activities with groups on the weekdays and weekends
- Does debrief with groups after adventure activities
- Completes required documentation in a timely, effective manner
- Is responsible for keeping gear clean, organized and in working conditions
- Facilitates initiatives and team building activities
- Assists instructors in planning for expedition weekends
- Leads LNT trainings and workshops with staff and clients
- Facilitates and lead service projects
- Attends regular meetings, participates in ongoing trainings, assists with program trainings and works regularly scheduled Performs any other duties as assigned by supervisory or administrative personnel

Level of Supervision

Given Supervises the work of field staff, performance management, professional development and training

Received Works under minimal supervision and relies on experience, knowledge, and judgment to plan and accomplish assigned goals; consults with higher levels of management on the more difficult and complex phases of work

Business Contacts

Internal Human Resources, Director of Operations, Program Director, Clinical Department, Department Managers, and Executive Director

External Land management officials, regulatory officials, recreation vendors and guides

Educational/Licensing Requirements

Education/Equivalent Must be at least 25 years of age; bachelor's degree in a related field or equivalent experience

Certificates/Licenses

Wilderness Emergency Medical Technician, or Wilderness First Responder; must have had Crisis Prevention Institute's NVCI or equivalent training in the past 12 months; clean driving records and valid driver's license.

Knowledge, Skills, & Experience

Two years of experience in adventure/wilderness programs; working knowledge of relevant regulations and licensing standards; must be mature, patient in stressful/crisis situations, and display strong communication and leadership skills

Physical Requirements

Carrying up to 60 pounds, reaching, bending, and climbing; mastery of primitive living skills required, and hiking great distances likely

Decision-Making Responsibilities

Includes best judgment regarding the immediate physical health, safety, and welfare of participants; supervises employees; schedules and monitors activities; coordinates outside care as needed; determines regular and emergency admissions in collaboration with other managers and clinicians; plans own time in carrying out assigned duties; needs to make sound decisions quickly during emergency situations

This description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all duties, responsibilities, and requirements. Other functions may be assigned, and management retains the right to add to or change the duties and responsibilities at any time

Print Name

Signature

Date