



Job Description for Adventure Director

Summary

Reports to Executive Director; responsible to plan, organize, and lead outdoor education programs, day trips, and multi-day trips and assigned activities relating to the BlueFire program. This position is an integral part of the treatment milieu and is incorporated into the process including assessment, documentation, and appropriate curriculum development and evaluation.

Essential Duties/Responsibilities

- Plans, organizes, and conducts recreation programming including outdoor education, overnight camping trips, physical education, leisure education, community service activities, experiential education activities, and day trips.
- Completes required documentation in a timely, effective manner.
- Aids in inventory, organization, care, and repair of equipment.
- Responsible for assuring the safety and proper maintenance of any equipment as it is used for activities.
- Develops, coordinates, instructs, and implements outdoor education, including the writing of lesson plans and reviewing best practices.
- Completes and follows risk management plans for all outdoor activities and files those plans with appropriate parties.
- Attends regular meetings, participates in ongoing trainings, assists or facilitates program trainings and works regularly scheduled maintenance days.
- Assists in maintaining a safe, therapeutic environment for staff and clients.
- Establishes liaison and good relationships with all community agencies.
- Serves as a positive role model to all clients and staff.
- Assists with professional relations activities as assigned.
- Assists in HR activities as assigned.
- Performs any other duties as assigned by supervisory or administrative personnel.

Level of Supervision

Given

Supervises the work of field staff as related to outdoor education programs, with oversight of activity-specific training, and recommends personnel actions as appropriate; supervises and carries out outdoor education activities for clients.

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, Office Manager, Clinical Department, department managers, Executive Director.

External

Land management officials, clients, and parents.



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Educational/Licensing Requirements

Education or Equivalent Bachelor's degree in appropriate field preferred; appropriate certification in areas of speciality and eligibility for additional training in other areas as deemed necessary.

Certificates/Licenses Certified as an Emergency Medical Technician, Wilderness Emergency Medical Technician, or Wilderness First Responder; must have had Crisis Prevention Institute's NVCI or equivalent training in the past 12 months; valid driver's license also required.

Knowledge, Skills, & Experience

Minimum of one year experience working with children or adolescents in a recreational/activity setting; background, knowledge, and skills in a variety of outdoor recreation activities; prior experience with an adolescent treatment facility and/or teaching highly desirable.

Physical Requirements

Must be able to stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, and lift up to 60 pounds. Able to perceive detailed information through oral communication and to make fine discriminations in sound. Must be able to hike long distances and at times run for short distances over rough terrain. Work requires a minimum standard of visual acuity, with or without correction, that will enable him/her to complete administrative and clerical tasks and visually observe clients in outdoor activities. It is understood that activities take place in a wide variety of conditions, often inclement, and require the ability to function effectively in such an environment.

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; plans own time in carrying out assigned duties; needs to make sound decisions quickly during emergency situations. Must possess the ability to plan and carry out outdoor education activities for adolescents; to instruct, direct, and participate in these activities; to initiate and modify activities according to client participation and/or disability; to write, learn, and follow new and established protocols for activities; and to instruct staff in techniques and procedures. Must be able to follow oral and written communication. Must possess knowledge of outdoor industry standards, best practices, and safety management protocols.



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Knowledge and experience in experiential education philosophy and practice a plus. Must possess basic knowledge of rules, procedures, and equipment for a variety of physical, prosocial, and diversionary activities.

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

“Inspiring and guiding others to a place of self-discovery and personal resolve to achieve great success.”