



Inspiring, Empowering and Transforming Children's lives through outdoor education.

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POSITION: Program Director/Principal
STATUS: Full-time, Exempt
LOCATION: Exploring New Horizons at Pigeon Point, Pigeon Point Lighthouse (near Pescadero)
SUPERVISOR: Executive Director
STAFF MANAGED: 3 Naturalists
SALARY & BENEFITS: \$55,000 annual salary; paid vacation leave; holiday pay; sick leave; HSA Account with employer contribution; housing not provided
START DATE: September 13, 2021, Full-time; some weekend/evening work may be required

WHAT IS EXPLORING NEW HORIZONS? Exploring New Horizons (ENH) engages 3rd-8th grade students in residential outdoor education programs at our Loma Mar, Pigeon Point and Sempervirens sites south of San Francisco, CA. Founded as a non-profit in 1979, ENH partners with over 80 Northern California schools. The Pigeon Point program consists of 1 to 4-day residential programs (but mostly 3-day programs) for 15-40 3rd-8th students and their classroom teacher, utilizing parent cabin leaders. Staff training starts January 3 and the program begins January 12, 2022.

POSITION OVERVIEW: The Program Director is responsible for overseeing the planning, implementation, budget, and management of the Pigeon Point site of Exploring New Horizons. The Program Director communicates with the participating teachers before and throughout the week to make sure their classes are ready to attend and that their needs are taken care of. They also are the point of contact with the facility staff at the Lighthouse and Youth Hostel to make sure the program is running smoothly and all parties are happy with the partnership. The Program Director also assists in administrative duties in the office, including interacting with parents and teachers, preparing program paperwork for the week, and scheduling future schools. The Program Director will also perform essential roles during the program and handles discipline issues, coordinating with the teachers, parents, and other staff as needed. They also ensure that the staff adheres to all ENH policies and procedures. The Program Director is also on trail as a naturalist 3 days a week, working two 12+ hour days during the program.

ENH encourages a "speak up" environment at all levels and encourages staff to communicate with ENH leadership and participate on projects and committees with the ENH Board. Many of our staff stay on year after year becoming an integral part of the ENH community.

JOB RESPONSIBILITIES:

General Administration:

- a) Manage staff of 3 naturalists
- b) Recruit, maintain, and schedule schools
- c) Conduct weekly staff meetings
- d) Foster and maintain a positive relationship with Pigeon Point Lighthouse and Youth Hostel staff
- e) Analyze program optimization and efficiency to determine what changes need to be made each year
- f) Act as a liaison between the program and classroom teachers, including defining their responsibilities and providing them with support before, during and following their students visit
- g) Provide conflict resolution and maintain discipline system
- h) Submit required documentation regarding personnel to the Finance Manager in a timely manner
- i) Develop and empower staff to do their job and progressively expand their level of responsibility

Financial:

- a) Ensure that the Finance Manager and Executive Director have all necessary data to process school contracts in a timely fashion
- b) Oversee and authorize the Pigeon Point operating budget and petty cash
- c) Approve credit card purchases and invoices
- d) Manage the program budget (including number of naturalists on trail, student numbers, etc.)

Program Development:

- a) Oversee the development and documentation of program curriculum that fits within the California Science Framework, Common Core, Social Emotional Learning & Next Generation Science Standards
- b) Oversee the development of pertinent program materials for the teachers, naturalists, and other staff
- c) Serve as primary contact and support for participating teachers before, during, and after program time
- d) Develop appropriate presentation materials for schools and other marketing opportunities
- e) Plan and conduct in-service trainings on selected topics as part of continued naturalist education
- f) Ensure that all safety and health guidelines are posted, adhered to, and monitored regularly

Personnel:

- a) Hire, train, supervise, and support the staff
- b) Ensure that all required documentation and screening has been completed by all contract and regular employees and volunteers and remains up to date during the school year
- c) Foster a healthy teamwork environment
- d) Conduct and document performance evaluations and set written annual objectives for staff
- e) Review personnel procedures and policies with staff

Fund Raising:

- a) Seek funding support for program-related in-kind gifts of outdoor program equipment.
- b) Support Executive Director in identifying sources of support, including potential donors or Board Members

Teaching:

- a) Act as both the Director and a naturalist three days a week during the program, leading a group of students on trail, going tidepooling, hiking at Año Nuevo and Memorial Park and running meals and evening programs with another naturalist.
- b) Work two long 12+ hour days during the program and be on-call one night, sleeping at the hostel.

QUALIFICATIONS

- Familiarity of residential outdoor school programming
- Management experience of environmental education program or equivalent
- At least 2 years experience as a naturalist with an Outdoor School program
- At minimum, a bachelor's degree
- Significant passion and experience providing dynamic lessons for youth in the outdoors
- Ability to physically navigate over rocky terrain, work in a variety of inclement weather, and lift 40 lbs.
- Willingness to work a flexible work week on an annual basis
- Strong communication skills, both verbal and written, and ability to manage multiple tasks at one time
- Capability to assess and manage crisis situations
- Knowledge of Microsoft Word, Excel, and Google Suite (Gmail, Google Docs, etc.)
- Valid Driver's License and clean driving record

We encourage applicants of different backgrounds, cultures, genders, experiences, abilities and perspectives to apply as we are actively working to increase the diversity of experience and perspectives on our team. No one comes with the entire complement of skills, so please don't let a lack of experience/skill in one specific area deter you from applying.

To apply: Send cover letter and resume to: jacob@exploringnewhorizons.org. For more information please visit our website exploringnewhorizons.org. Position is open until filled.

Exploring New Horizons Outdoor Schools does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability or age in any of its policies, procedures or practices.