



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

PO Box 1514 Felton, CA 95018  
(831)252-7868  
daniel@exploringnewhorizons.org  
www.exploringnewhorizons.org

**POSITION:** Assistant/Evening Director  
**STATUS:** Non-exempt  
**LOCATION:** Exploring New Horizons at Sempervirens, Scotts Valley, CA  
**SUPERVISOR:** Program Director  
**SALARY & BENEFITS:** \$31/hour; 32-40 hours a week plus one night on call (\$50 stipend/night);  
\$1,500 stipend for fluency in Spanish  
**START DATE:** August 15th, 2022-June 2, 2023

**WHAT IS EXPLORING NEW HORIZONS?** Exploring New Horizons (ENH) engages 3<sup>rd</sup>-8<sup>th</sup> 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 Sempervirens program consists of 4 and 5-day residential programs for 160-230 5th and 6th grade students and their classroom teacher, utilizing either high school student or parent cabin leaders.

**POSITION OVERVIEW:** Under the direction of the Program Director, the Assistant Director helps the Program Director oversee the general operation and management of the program and ensures that the staff adheres to all Exploring New Horizons policies and procedures. The Assistant Director communicates with the teachers throughout the week to make sure their needs are taken care of and with the facility staff to make sure the program is running smoothly and all parties are happy with the partnership. The Assistant Director will also assist in administrative duties in the office. They will also work with the parent or high school cabin leaders during the program including training them on the first day of program and meeting with them daily. The Assistant Director will also handle discipline issues, coordinating with the teachers, parents, and other staff as needed. This position works an evening shift 2-3 days a week 2-10pm and daytime shifts 2 days a week.

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:**

- Be the main point of contact to the parent or high school cabin leaders each week, including training on the first day and daily meetings
- When the Program Director is not on duty, fulfill all program responsibilities and decision making, including being the main point of contact to the classroom teachers and the Salvation Army Redwood Glen staff.
- Provide discipline, action and conflict resolution with students and cabin leaders.
- Participate and support evening activities.
- Serve as on-call administrator one night per week.
- Assist in the program and site operations; including but not limited to Naturalist and Health Care Supervisor support, driving camp vehicles, and procurement of program supplies.
- Help manage some product sales and inventory (T-shirts, sweatshirts, hats, etc.).
- Communicate with the Program Director, Health Supervisor, Evening Medic, staff, teachers, and parents to exchange information and resolve issues or concerns.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to manage multiple tasks at one time.
- Current certification in advanced First Aid and CPR from an authorized organization.
- At least 1 year experience in residential outdoor school management and programming.
- At minimum, a bachelor's degree, or equivalent experience
- Ability to follow and implement organizational risk management procedures, medication procedures and health care practices.
- Possess organizational skills to manage documentation and required record keeping.
- Foster a healthy teamwork environment
- Ability to work in a variety of inclement weather
- Willing to work a flexible work week.
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks at one time.
- Capability to assess and manage crisis situations.
- Ability to lift 40 lbs.
- Capability to communicate thoughtfully and completely in both written and spoken forms.
- Valid driver's license and clean driving record.
- All staff must be TB tested before employment.

We especially 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: [daniel@exploringnewhorizons.org](mailto:daniel@exploringnewhorizons.org). For more information please visit our website <http://www.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.*