



101 Cooper Street  
Santa Cruz, California 95060  
[www.exploringnewhorizons.org](http://www.exploringnewhorizons.org)

## JOB POSTING

### POSITION TITLE

Assistant Program Director

### POSITION SUMMARY

The Assistant Program Director, Sempervirens, at Exploring New Horizons (ENH) works with incredibly diverse groups of students from across northern California. In this role, you will assist the Sempervirens Program Director in managing a program that serves approximately 7,500 participants each year. Direct responsibilities include supervising 5-6 outdoor educators and managing disciplinary issues with a restorative lens and coordinating with teachers, guardians, and cabin leaders. You will work with ENH staff, classroom teachers, and site partners to build a great ENH community for all our students.

### ABOUT EXPLORING NEW HORIZONS

Founded in 1979, ENH reaches 9,000 participants each year through immersive 3–5 day programs at our Pigeon Point and Sempervirens sites. With partnerships spanning 100+ schools annually and more than 240,000 participants served to date, ENH delivers transformative outdoor education that empowers students, builds environmental literacy, and strengthens school communities.

### LOCATION

Scotts Valley, California

### EMPLOYMENT STATUS & WORK SCHEDULE

This position is hourly, non-exempt, and works 32–40 hours per week, 4–5 days per week (Monday–Friday) with occasional overtime. The Assistant Director works 1–2 evening shifts per week, with one evening including an overnight on-call shift.

Start Date: August 12, 2026

End Date: June 4, 2027 (tentative)

Excludes Program Breaks: November 23–27, December 21–January 1, March 1–5

### WHO YOU ARE

ENH does not expect every applicant to have every skill and qualification listed here. We are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role will possess at least 75% of the following qualifications. If this is you, then we strongly encourage you to apply.

## **KNOWLEDGE & SKILLS**

- Passionate about ENH's mission
- Understand and has a personal commitment to equity and inclusion in the outdoors
- Strong leadership and mentorship skills
- Experience developing and facilitating Outdoor Education curriculum
- Experience implementing organizational risk management procedures and health care practices
- Ability to assess and manage crisis situations
- Experience problem solving in the workplace
- Manage administrative tasks and required record keeping with strong attention to detail
- Willing to learn new technical skills (such as project management tools)
- Can prioritize multiple objectives simultaneously
- Give and receive feedback with a growth mindset
- Foster a healthy, positive teamwork environment
- Communicate thoughtfully and effectively (both verbal and written)

## **JOB REQUIREMENTS**

### *Education & Work Requirements*

- Bachelor's degree or commensurate experience
- Advanced certifications or degrees, especially in environmental education, are a plus
- Current CPR and Wilderness First Aid certification; advanced certifications are a plus
- 3–5+ years in outdoor education or recreation programs
- 2–3 years in leadership/supervisory roles preferred

### *Physical & Mental Requirements*

- Maintain positive outlook and make good decisions even in persistent adverse conditions, such as unexpected schedule or staff changes, long working hours, inclement weather, or crisis
- Participate in moderate physical activity, including but not limited to hiking, navigating over rocky terrain, working in a variety of inclement weather, and lifting 40 lbs
- Sit or stand at a desk for 40% of time or greater
- Be positive and enthusiastic when working with youth, high school and adult volunteers, and teachers in an experiential learning environment
- Must have transportation; housing not provided
- Possess a valid driver's license and clean driving record
- Satisfactory background check and TB test

## **DUTIES & RESPONSIBILITIES**

- Supervise and mentor 5-6 outdoor educators
- With the program director and co-assistant director, lead the Sempervirens team and build positive team culture
- Train and support parent and high school volunteers each week
- Communicate and collaborate with the program director, health supervisors, staff, teachers, cabin leaders and parents for effective program facilitation
- When the Program Director is not on duty, fulfill all program responsibilities and decision making, including being the main point of contact to teachers and partners
- Facilitate effective conflict resolution, behavior management, and disciplinary action with students and cabin leaders
- Assist in programming and operations, including but not limited to educator and health team support, merchandise sales and inventory, and more.

- Serve as on-call administrator one night per week and respond appropriately to all emergent situations
- Build and maintain positive relationships with stakeholders
- Participate in the design and implementation of curriculum and program offerings using current standards and frameworks
- Co-plan and facilitate staff training at the start of each season and throughout the year
- Evaluate program effectiveness and efficiencies, including reviewing and providing feedback, to assess program needs and make operational improvements
- Cover other duties assigned such as leading student groups on trail or providing medical care for participants

#### COMPENSATION

- Pay range: \$33–\$36 per hour
- \$60 per night on-call stipend
- 80 hours paid sick leave annually
- Benefits eligible, including health, dental, and vision insurance
- \$1,500 annual stipend for Spanish fluency
- Professional development opportunities, such as conference attendance

#### HOW TO APPLY

Send a resume and cover letter with “Assistant Program Director” in the subject line to [jobs@exploringnewhorizons.org](mailto:jobs@exploringnewhorizons.org). **Initial Review Date: April 3, 2026.** Position open until filled.

For more information, please visit [www.exploringnewhorizons.org](http://www.exploringnewhorizons.org) or contact Katherine Monroe, Sempervirens Program Director, at [katherine@exploringnewhorizons.org](mailto:katherine@exploringnewhorizons.org).

All applicants are considered for all positions without regard to race, religion, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage, or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact the Executive Director, Joshua Lanam, at [josh@exploringnewhorizons.org](mailto:josh@exploringnewhorizons.org).