

# Administration Job Description and Details

	<b>MEDICAL DIRECTOR</b>	<b>PROGRAM COORDINATOR</b> Duties <u>in addition</u> to those of Health and Support Coordinator	<b>HEALTH AND SUPPORT COORDINATOR</b>	<b>SENIOR INSTRUCTOR</b>
<b># OF POSITIONS FOR 2 SITES</b>	1 – Wilderness First Responder 1 – RN / LVN	2	3-4	4
<b>SUMMARY</b>	<ul style="list-style-type: none"> <li>The Medical Director makes certain all students have a safe and healthy experience at camp. When not dealing with immediate medical needs, the Medic assists the Site Director in all aspects of the program.</li> <li>The Medical Director is in charge of the overall training, supervision, and management of the Medical Coordinators in their secondary medic role.</li> </ul>	<ul style="list-style-type: none"> <li>The Program Coordinator assists the Site Director in all aspects of the program and assumes leadership of program when they are not on site.</li> <li>The Program Coordinator provides a vision, plan, and leadership for program development, training, and performing evaluation on staff.</li> <li>The Program Coordinator is in charge of the overall training, supervision, and management of the Senior Instructor and the Medical Coordinators in their coordinator role.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinators are on a 3 week rotation, spending 1 week as a field/cabin instructor and 2 weeks as a Coordinator.</li> <li>The Coordinator is an active manager of daily operations, ensuring that the program runs smoothly and efficiently.</li> <li>Coordinators are secondary medics, fully trained to assist and support the Medical Director.</li> </ul>	<ul style="list-style-type: none"> <li>Senior Instructors are on a 2 week rotation, spending 1 week as a field instructor and 1 week as a cabin instructor.</li> <li>Senior Instructors perform 1-2 full evaluations a month, and are available to assist with evening program leadership as needed.</li> </ul>
<b>COMPENSATION</b>	<p><b>For a WFR: Wage is DOE</b> <b>For an RN / LVN: Wage is DOE</b></p> <ul style="list-style-type: none"> <li>Salary is paid based upon 5 days for each program week. Actual amount scheduled at program may be less. Employee is expected to work full amount of paid time on program responsibilities. An independent work schedule may be utilized to meet program objectives.</li> <li>Housing provided. Utilities are not covered.</li> <li>Board when program in session.</li> <li>Returning staff are eligible for a bonus that is distributed per the Administration Incentive Plan (AIP), available on the Support Web.</li> </ul>	<p><b>Base wage is current level plus \$40/day.</b></p> <ul style="list-style-type: none"> <li>A bonus is distributed per the Administration Incentive Plan (AIP), available on the Support Web, worth on average \$4k a year.</li> <li>Salary is paid based upon 5 days for each program week. Actual amount scheduled at program may be less. Employee is expected to work full amount of paid time on program responsibilities. An independent work schedule may be utilized to meet program objectives.</li> <li>Wage and benefits based upon Level system. Any increases in wages will be prorated based upon the time of month.</li> <li>Housing provided. Utilities are not covered.</li> <li>Board when program in session.</li> </ul>	<p><b>Base wage is current level plus \$30/day.</b></p> <ul style="list-style-type: none"> <li>Wage and benefits based upon Level system.</li> <li>Housing provided. Utilities are not covered.</li> <li>Board when program in session.</li> </ul>	<p><b>Base wage is current level plus \$15/day.</b></p> <ul style="list-style-type: none"> <li>Wage and benefits based upon Level system.</li> <li>Housing provided. Utilities are not covered.</li> <li>Board when program in session.</li> </ul>

<b>PROGRAM SCHEDULE</b>	M: 7:30am – 6:30pm, 1 hour off during day. T: 8am – 6:30pm, 1 hour off during day. W: 8am – 6:30pm, 1 hour off during day. T: 8am – 6:30pm, 1 hour off during day. F: 7:30am – 5pm	M: 7:30am –9:15pm, 3 hours off during day. T: 11am-9:15pm, 1 hour off during day. W: 11am-9:15pm, 1 hour off during day. T: 8am-6pm, 1 hour off during day. F: 7:30am – 5pm	M: 7:15am -10pm, break during day: <2 hours off = 1.5, 2-4 hours off = 1.25 T: 7:15am - 11am, 4:30pm-10pm W: 7:15am – 11am, 4:30pm-10pm T: 7:15am – 11am, 4:30pm-10pm F: 7:15am – 5pm  <b>On site and on call overnight as primary administrator/medic during Health and Support Coordinator shift.</b>	Field Shift: As assigned. Lead campfire program on Thursday.  Cabin Shift: 1-2 full evaluations a month, each taking 1 full shift to complete.
<b>SCHEDULE NOTES</b>	<ul style="list-style-type: none"> <li>On call 24 hours/day; maintains a response time of less than 30 minutes to site at all times. Emergencies during the program week may require work days that do not strictly adhere to the time schedule noted above.</li> <li>Times are dependent upon skill and effort of employee, weather, student needs and other factors. <i>Hours are subject to change as program needs dictate.</i></li> </ul>	<ul style="list-style-type: none"> <li>On call 24 hours/day; maintains a response time of less than 30 minutes to site at all times. Emergencies during the program week may require work days that do not strictly adhere to the time schedule noted above.</li> <li>Times are dependent upon skill and effort of employee, weather, student needs and other factors. <i>Hours are subject to change as program needs dictate.</i></li> </ul>	<ul style="list-style-type: none"> <li>On call 24 hours/day; maintains a response time of less than 30 minutes to site at all times. Emergencies during the program week may require work days that do not strictly adhere to the time schedule noted above.</li> <li>Times are dependent upon skill and effort of employee, weather, student needs and other factors. <i>Hours are subject to change as program needs dictate.</i></li> </ul>	<ul style="list-style-type: none"> <li>On call 24 hours/day; maintains a response time of less than 30 minutes to site at all times. Emergencies during the program week may require work days that do not strictly adhere to the time schedule noted above.</li> <li>Times are dependent upon skill and effort of employee, weather, student needs and other factors. <i>Hours are subject to change as program needs dictate.</i></li> </ul>
<b>START DATE END DATE</b>	Contracted from 9/1 through the last day of regular program.	Contracted from 9/1-6/1.	Start date is the 1st day of the 2nd week of staff training. End date is the last day of regular program.	Start date is the 1st day of the 2nd week of staff training. End date is the last day of regular program.
<b>COORDINATOR DUTIES</b>	<ul style="list-style-type: none"> <li>Overall supervision of Medical Coordinators.</li> <li>Full maintenance and seasonal updates of all documents related to position.</li> <li>Oversee Health Insurance program and implementation.</li> <li>As per Health Care Plan/Medic Guide, available on SW.</li> <li>Duties to be shared by both Medical Directors.</li> </ul>		Weekly coordinator duties as outlined in coordinator guide.	
<b>SCHOOL DUTIES</b>	<ul style="list-style-type: none"> <li>School liaison; communication with parents, teachers, students, for both program and medical needs.</li> <li>Records keeper.</li> <li>Student discipline .</li> <li>Primary pre-program school communication for Special Concern situations.</li> </ul>	<ul style="list-style-type: none"> <li>School liaison; communication with parents, teachers, students, for both program and medical needs.</li> <li>Records keeper</li> <li>Student discipline</li> </ul>	<ul style="list-style-type: none"> <li>School liaison; communication with parents, teachers, students, for both program and medical needs.</li> <li>Records keeper</li> <li>Student discipline</li> </ul>	

<b>PROGRAM DUTIES</b>	<ul style="list-style-type: none"> <li>Secondary program development.</li> <li>Performs evaluations and audits on other medical staff.</li> <li>Performs Flash Evaluations on staff.</li> <li>Plans, develops, and teaches inservices.</li> <li>Secondary staff supervision, evaluation, and discipline.</li> <li>Support staff as needed.</li> <li>Maintains project areas.</li> </ul>	<ul style="list-style-type: none"> <li>Primary program development.</li> <li>Performs Full Evaluations.</li> <li>Performs Flash Evaluations</li> <li>Plans, develops, and teaches inservices.</li> <li>Manages Staff Level Requests.</li> <li>Maintains project areas.</li> </ul>	<ul style="list-style-type: none"> <li>Secondary program development.</li> <li>Performs Flash Evaluations.</li> <li>Plans, develops, and teaches inservices</li> <li>Secondary staff supervision, evaluation, and discipline.</li> <li>Support staff as needed.</li> <li>Maintains project areas.</li> </ul>	<ul style="list-style-type: none"> <li>Secondary program development.</li> <li>Performs Full Evaluations.</li> <li>Support staff as needed.</li> </ul>
<b>PROJECT DUTIES</b>	To Be Determined, in addition to regular duties	To Be Determined, in addition to regular duties	To Be Determined, in addition to regular duties	To Be Determined, in addition to regular duties
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>WFR, EMT, or higher certification.</li> <li>At least one medic shall be an RN / LVN, Licensed by the State of California as a Registered Nurse or a Licensed Vocational Nurse. Higher certifications are acceptable.</li> <li>A valid driver's license and the ability to drive a manual transmission.</li> <li>Strong/proven leadership, management, and teaching skills</li> <li>The ability to work and think independently AND follow directions.</li> <li>The energy, organizational ability, and desire to be responsible for the program, safety and welfare of students, teachers, and staff at High Trails to the extent of employee's certification and training.</li> <li>Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students and staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity, and approachability.</li> <li>Ability to learn and efficiently use a computer, the internet, and any required tool or technology.</li> </ul>	<ul style="list-style-type: none"> <li>WFR, EMT, or higher certification.</li> <li>A valid driver's license and the ability to drive a manual transmission.</li> <li>Strong/proven leadership, management, and teaching skills.</li> <li>The ability to work and think independently AND follow directions.</li> <li>The energy, organizational ability and desire to be responsible for the program, safety and welfare of students, teachers and staff at High Trails to the extent of employee's certification and training.</li> <li>Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students and staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability.</li> <li>Ability to learn and efficiently use a computer, the internet, and any required tool or technology.</li> </ul>	<ul style="list-style-type: none"> <li>WFR, EMT, or higher certification.</li> <li>Strong/proven leadership, management, and teaching skills.</li> <li>The ability to work and think independently AND follow directions.</li> <li>The energy, organizational ability and desire to be responsible for the program, safety and welfare of students, teachers and staff at High Trails to the extent of employee's certification and training.</li> <li>Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students and staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability.</li> <li>Ability to learn and efficiently use a computer, the internet, and any required tool or technology.</li> </ul>	<ul style="list-style-type: none"> <li>Strong/proven leadership, management, and teaching skills.</li> <li>The ability to work and think independently AND follow directions.</li> <li>Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students and staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability.</li> </ul>
<b>JOB DESCRIPTION NOTE</b>	This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website.	This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website, as well as the Coordinator Guide, available on our internal Support Web.	This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website, as well as the Coordinator Guide, available on our internal Support Web.	This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website, as well as the Senior Instructor Guide, available on our internal Support Web.