

Site Director Job Description

High Trails Outdoor Science School updated 2/2/2015

# OF POSITIONS	2
SUMMARY	<p>The Site Director is in charge of all school, staffing, site, and program needs at an individual site. They are responsible for all aspects of the program.</p> <p>Annual compensation package is estimated at \$52,500 for 37 weeks of work.</p>
COMPENSATION	<ul style="list-style-type: none"> • Salary of \$3000 a month. • Health Care Stipend of \$200/month. • Cell Phone / Laptop Stipend of \$50 month. • Bonus per performance incentive plan; estimated to begin at \$2,500 for each of our seasons; fall, winter, spring. • Housing OR housing stipend of \$500 a month, determined by director. Utilities are not covered. • Board when program in session. • Payday is the 1st of every month.
PROGRAM SCHEDULE	<ul style="list-style-type: none"> • During Program: 1st Day: 7:30am - 6pm; dependent upon program needs. Daily: 8am - 6pm; dependent upon program needs. Last Day: 7:30am - 5pm; dependent upon program needs. • On call 24 hours/day during times when students are in program; maintains a response time of less than 30 minutes to camp at all times. • During non-weekend days and weeks off, responsibilities are not stated, but available to work as needed and necessary.
START DATE END DATE	<ul style="list-style-type: none"> • Annually contracted from June 1st through May 31st for 185 days of work. • Available and expected to work 40 hrs/wk from September 1st until staff training. Once staff training begins is available as needed. Available and expected to work 5 days before winter staff training begins every year. • Expected to work a flexible 20 days on assigned projects during June, July and August.
SITE DIRECTOR DUTIES	<ul style="list-style-type: none"> • As per Site Director Guide, available on Support Web informational resource. • Primary leadership of medic, program, site, and school relations. • Others as needed, including staff hiring, website development, site and facility improvement and community volunteer relations.
MEDIC DUTIES	<p>Responsible for ensuring Health Care Plan/Medic Guide, available on SW, is followed in it's entirety.</p>
SCHOOL DUTIES	<ul style="list-style-type: none"> • Primary school liaison; communication with teachers of student program, disciplinary, and medical needs. • Collection of student tuition. • Student discipline. • Before program coordination and communication, weekly school scheduling. • School teacher meetings.

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PROGRAM DUTIES	<ul style="list-style-type: none"> • Secondary program development. • Plans, develops and teaches inservices. • Primary staff supervision, evaluation, and discipline. • Oversees daily program operation. • Runs weekly field and cabin instructor meeting. • 1 Full Evaluation 1 Flash Evaluation each week. • Support staff as needed. • Maintains project areas. • Records keeper.
SITE DUTIES	<ul style="list-style-type: none"> • Primary communication with facility personnel. • Support facility personnel as needed.
REQUIREMENTS	<ul style="list-style-type: none"> • WFR/EMT. High Trails pays for require medical certifications; at the end of your contracted employment, we'll reimburse you for the amount of time you've used your certification. For example, if your certificate is good for 3 years, we'll reimburse you for 1/3 of the cost of the cert at the end of 1 year of employment. • A valid drivers license and the ability to drive a manual transmission. • Strong/proven leadership, management, and teaching skills. • The ability to work and think independently AND follow directions. • 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. • Should show evidence of the following personal characteristics: a willing attitude, positive outlook, concern for students & staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability. • Ability to learn and efficiently use a computer, the internet, and any required tool or technology.
SUPPLEMENTARY REQUIREMENTAL SKILL SET	<p>Strong skill set and demonstrated experience in one or more of the below:</p> <ul style="list-style-type: none"> • Writing: able to write, edit and manage content of website and blog posts. • Graphic Design: fluid in Adobe Photoshop and Illustrator. • Facility Maintenance: knowledge and skills of basic woodworking, plumbing, electrical, etc. • Trail Maintenance/Volunteer Relations: knowledge and skills of trail maintenance for community trails group partner.
JOB DESCRIPTION NOTE	<p>This job description is in addition to the basic Instructor Job Description Qualifications and Requirements posted on our website.</p>