

# Administration Job Description and Details

	<b>DIRECTOR</b>	<b>PROGRAM DIRECTOR</b> Duties <u>in addition</u> to those of Health and Support Coordinator	<b>MEDICAL DIRECTOR</b>	<b>HEALTH AND SUPPORT COORDINATOR</b>	<b>SENIOR INSTRUCTOR</b>
<b># OF POSITIONS</b>	1	1	1 – RN / LVN	2	4
<b>SUMMARY</b>	<ul style="list-style-type: none"> <li>The Director provides a vision, plan, and leadership for overall direction of the company. As well as program development; staff training, hiring, and evaluations; and site and school relations.</li> <li>The Director is in charge of the overall training, supervision, and management of the Senior Instructor and the Medical Coordinators in their coordinator role.</li> <li>Includes the responsibilities of the Site Director Job Description</li> </ul>	<ul style="list-style-type: none"> <li>The Program Director assists the Director in all aspects of the program and assumes leadership of program when they are not on site.</li> <li>The Program Director is in charge of the overall daily supervision and management of the Senior Instructor, Health &amp; Support Coordinators, and Instructors in their roles.</li> <li>The Program Director is in charge of the overall cleaning, maintenance, and upkeep of site facilities and supplies.</li> </ul>	<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>Coordinators are on a 2 week rotation, spending 1 week as a field/cabin instructor and 1 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 4 week rotation, spending 1 week as a field instructor with additional management responsibilities (SI Boards), 1 week as a field instructor with additional responsibilities in running program (SI Evenings), 1 week as a cabin instructor with additional administrative responsibilities (SI Cabin), and 1 week as an Instructor as assigned with limited additional responsibilities (SI Float).</li> <li>Senior Instructors perform assessments (Standard, Flash, Certifications, Rounds), assist with evening program, manage Instructors in tasks and projects outside of their time with students.</li> </ul>
<b>COMPENSATION</b>	Wage is DOE	<b>Base wage is current level plus \$40/day.</b> <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>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> <li>A bonus is distributed per the Administration Incentive Plan</li> </ul>	<b>For an RN / LVN: Wage is DOE</b> <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>	<b>Base wage is current level plus \$30/day.</b> <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>Base wage is current level plus \$15/day.</b> <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>

		(AIP), available on the Support Web.			
<b>PROGRAM SCHEDULE</b>	M: 7:30am – 5:30pm, 1 hour off during day. T: 7:30am-5:30pm, 1 hour off during day. W: 7:30am-5:30pm, 1 hour off during day. Th: 7:30am-5:30pm, 1 hour off during day. F: 7:30am – 5pm	M: 7:30am – 7:30pm, 1 hour off during day. T: 9:30am-7:30pm, 1 hour off during day. W: 9:30am-7:30pm, 1 hour off during day. Th: 9:30am-7:30pm, 1 hour off during day. F: 7:30am – 5pm	M: 7:30am – 8:45pm, 1 hour off during day. T: 10:45am – 8:45pm, 1 hour off during day. W: 10:45am – 8:45pm, 1 hour off during day. Th: 10:45am – 8:45pm, 1 hour off during day. F: 7:30am – 5pm	M: 7:30am - 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 Th: 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>	SI Board: field shift. Managing AM boards.  SI Evening: field shift and 6:00pm-9:30pm, 1.5 shift. Leading evening program each night.  SI Cabin: Cabin shift and 1 additional shift during the day during the week as assigned for evaluations etc.  SI Float: Instructor shift as assigned
<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>	<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>	<ul style="list-style-type: none"> <li>As needed through the year</li> <li>Annually contracted from June 1st through May 31<sup>st</sup>.</li> <li>Available and expected to work 40 hrs/wk from September 1<sup>st</sup> 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.</li> <li>Expected to work a flexible 20 days on assigned projects during June, July and August.</li> </ul>	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>	See Site Director Job Description		<ul style="list-style-type: none"> <li>Overall supervision of Health &amp; Support Coordinators.</li> <li>Full maintenance and seasonal updates of all documents related to position.</li> <li>Oversee Health Insurance</li> </ul>	Weekly coordinator duties as outlined in coordinator guide.	

			<ul style="list-style-type: none"> <li>program and implementation.</li> <li>As per Health Care Plan/Medic Guide, available on SW.</li> </ul>		
<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.</li> <li>See Site Director Job Description</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> <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>	
<b>PROGRAM DUTIES</b>	<ul style="list-style-type: none"> <li>Primary program development</li> <li>Performs all types of Assessments.</li> <li>Primary in planning, developing, and teaching inservices.</li> <li>See Site Director Job Description</li> </ul>	<ul style="list-style-type: none"> <li>Primary staff training.</li> <li>Primary daily staff supervision and management.</li> <li>Performs all types of Assessments.</li> <li>Plans, develops, and teaches inservices.</li> <li>Manages Staff Level Requests.</li> <li>Primary in leading and managing project areas.</li> </ul>	<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 and Rounds 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>Secondary program development.</li> <li>Performs Flash Evaluations and Rounds.</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 all types of Assessments.</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	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>A valid drivers 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,</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,</li> </ul>	<ul style="list-style-type: none"> <li>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> </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</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> <li>Ability to learn and efficiently use a computer, the internet, and any required tool or technology.</li> </ul>

	<p>concern for students &amp; 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.</p> <p>Strong skill set and demonstrated experience in <b>one or more</b> of the below:</p> <ul style="list-style-type: none"> <li>• Writing: able to write, edit and manage content of website and blog posts.</li> <li>• Graphic Design: fluid in Adobe Photoshop and Illustrator.</li> <li>• Facility Maintenance: knowledge and skills of basic woodworking, plumbing, electrical, etc.</li> <li>• Trail Maintenance/Volunteer Relations: knowledge and skills of trail maintenance for community trails group partner.</li> </ul>	<p>concern for students and staff safety, good interpersonal skills, decision making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability.</p> <ul style="list-style-type: none"> <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>• 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>	<p>making skills, maturity, integrity, creativity, adaptability, flexibility, high energy, proactivity and approachability.</p> <ul style="list-style-type: none"> <li>• Ability to learn and efficiently use a computer, the internet, and any required tool or technology.</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.	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.