

Administration Job Description and Details

	DIRECTOR	PROGRAM DIRECTOR Duties <u>in addition</u> to those of Health and Support Coordinator	MEDICAL DIRECTOR Duties <u>in addition</u> to those of Health and Support Coordinator	PROGRAM COORDINATOR Duties <u>in addition</u> to those of Health and Support Coordinator	HEALTH AND SUPPORT COORDINATOR Duties <u>in addition</u> to those of Senior Instructor	SENIOR INSTRUCTOR
# OF POSITIONS	1	1	1 – RN / LVN	2	2	3-4
SUMMARY	<ul style="list-style-type: none"> The Director provides a vision, plan, and leadership for overall direction of the company. As well as program development; staff hiring and development; and site and school relations. The Director is in charge of the overall training, supervision, and management of all administrators. The Director is in charge of all site maintenance, upkeep, and projects. The Director is in charge of overall supervision, training, and management of the Kitchen team. Includes the responsibilities of the Site Director Job Description The Program Director is in charge of pre-arrival communication with schools. 	<ul style="list-style-type: none"> The Program Director assists the Director in all aspects of the program and assumes leadership of program when they are not on site. The Program Director is in charge of setting up smooth operation of day-to-day programming, including overseeing cleaning and set-up of facilities and Start & End Days. The Program Director is in charge of overseeing Project Areas which care for site and program materials and facilities. The Program Director is in charge of the overall daily supervision and management of the Program Coordinator, Senior Instructors, and Health and Support Coordinators. 	<ul style="list-style-type: none"> 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. The Medical Director is in charge of the overall training, supervision, and management of the Medical Coordinators in their secondary medic role. 	<ul style="list-style-type: none"> Program Coordinators are on a 2-week rotation, spending 1 week as a field/cabin instructor and 1 weeks as PC. PCs are in charge of Staffing Training preparation and implementation. PCs are in charge of overseeing of the professional/teaching development of Instructors providing evaluations, in-services, and additional support. PCs work with the Director to update curriculum, program materials. Program Coordinator will oversee and run large group/evening programming. 	<ul style="list-style-type: none"> HSCs are on a 2-week rotation, spending 1 week as a field/cabin instructor and 1 weeks as HSC. The HSC is an active manager of daily operations, ensuring that the program runs smoothly and efficiently. HSCs are secondary medics, fully trained to assist and support the Medical Director. 	<ul style="list-style-type: none"> Senior Instructors are on a 3-week rotation, spending 1 week as a field instructor with additional management responsibilities of running the morning tasks (SI Board), 1 week as a field instructor then lead evening program (SI PM), and 1 week as a cabin instructor with additional administrative responsibilities including performing teaching evaluations (SI Cabin). If there is a fourth Senior Instructor, it will be a 4-week rotation with the fourth week being a "float" shift where they will be scheduled to work with students and fill in where is needed administratively. Senior Instructors assist with evening running Campfire program, manage Instructors in tasks and projects outside of their time with students.
COMPENSATION	Wage is DOE	Salary compensation package worth \$70k annually <ul style="list-style-type: none"> Monthly salary of \$4,000 Health Care Stipend of \$200/month or 	Salary compensation package worth \$67k annually for RN <ul style="list-style-type: none"> RN: Monthly salary of \$3,700 RN: Health Care Stipend of 	Salary compensation package worth \$48k for 9-month period <ul style="list-style-type: none"> Monthly salary of \$3,300 Health Care Stipend of \$150/month or 75% of 	Base wage is current level plus \$30/day. <ul style="list-style-type: none"> Wage and benefits based upon Level system. Housing provided. Utilities are not 	Base wage is current level plus \$15/day. <ul style="list-style-type: none"> Wage and benefits based upon Level system. Housing provided. Utilities are not

		<ul style="list-style-type: none"> 100% of health insurance plan offered by company (valued at \$450/month). Cell Phone / Laptop Stipend of \$50/month. Private room housing provided. Utilities are not covered. (valued at \$1,000/month) Board when program in session. Annual bonus distributed seasonally dependent on the AIP as stated on the Support Web. (estimated at \$7,500*) 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. Time Off: scheduled program breaks (five weeks total), five specific days set for all salaried Administrators, five sick days, and two paid days off. *Bonus dependent on effort of admin team, individual performance reviews, customer and staff evaluations, and profitability of High Trails as a business.. Estimated to be \$6000-6500 annually. 	<ul style="list-style-type: none"> \$200/month or 100% of health insurance plan offered by company (valued at \$450/month) Cell Phone / Laptop Stipend of \$50/month. Private room housing provided. Utilities are not covered. (valued at \$1,000/month) Board when program in session. Annual bonus distributed seasonally dependent on the AIP as stated on the Support Web. (estimated at \$6,000*) 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. Time Off: scheduled program breaks (five weeks total), five specific days set for all salaried Administrators, five sick days, and two paid days off. *Bonus dependent on effort of admin team, individual performance reviews, customer and staff evaluations, and profitability of High Trails as a business.. Estimated to be \$5500-6000 annually for RN 	<ul style="list-style-type: none"> health insurance plan offered by company (valued at \$330/month). Laptop Stipend of \$25/month. Private room housing provided. Utilities are not covered. (valued at \$1,000/month) Board when program in session. Annual bonus distributed seasonally dependent on the AIP as stated on the Support Web. (estimated at \$4,500*) 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. Time Off: scheduled program breaks (five weeks total), five specific days set for all salaried Administrators, five sick days, and two paid time days off. *Bonus dependent on effort of admin team, individual performance reviews, customer and staff evaluations, and profitability of High Trails as a business. Estimated to be \$4000-4500 annually. 	<ul style="list-style-type: none"> covered. Board when program in session. Eligible for reasonable bonus program after three seasons of employment. Dependent on individual performance review, team effort, customer evaluations, and profitability of High Trails as a business. (estimated to be \$700-\$1,000 seasonally) 	<ul style="list-style-type: none"> covered. Board when program in session. Eligible for reasonable bonus program after three seasons of employment. Dependent on individual performance review, team effort, customer evaluations, and profitability of High Trails as a business. (estimated to be \$500-\$800 seasonally)
PROGRAM SCHEDULE	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.	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.	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.	M: 7:30am – 10pm, 4.5 hour off during day. T: 12pm-10pm, 1 hour off during day. W: 12pm-10pm, 1 hour off during day.	M: 7:30am - 10pm, break during day: no break=2.0, <2 hours off = 1.5, 2-4 hours off = 1.25 T: 7:15am - 11am, 4:30pm-10pm	SI Board: normal field shift hours SI PM: field and running evening programming. M: 7:30am-9:30pm (1.5)

	Th: 7:30am-5:30pm, 1 hour off during day. F: 7:30am – 5pm	Th: 9:30am-7:30pm, 1 hour off during day. F: 7:30am – 5pm	Th: 10:45am – 8:45pm, 1 hour off during day. F: 7:30am – 5pm	Th: 12pm-10pm, 1 hour off during day. F: 7:30am – 5pm	W: 7:15am – 11am, 4:30pm-10pm Th: 7:15am – 11am, 4:30pm-10pm F: 7:15am – 5pm On site and on call overnight as primary administrator/medic during Health and Support Coordinator shift.	T-Th: 9:30am-9:30pm (1.25) F: 7:30am-5pm (1) SI Cabin: Cabin shift and 1 additional shift during the week as assigned for evaluations etc. or assigned to extra work as needed
SCHEDULE NOTES	<ul style="list-style-type: none"> 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. 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> 	<ul style="list-style-type: none"> 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. 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> 	<ul style="list-style-type: none"> 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. 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> 	<ul style="list-style-type: none"> 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. 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> 	<ul style="list-style-type: none"> 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> 	<ul style="list-style-type: none"> 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>
START DATE END DATE	<ul style="list-style-type: none"> As needed through the year Annually contracted from June 1st through May 31st. 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 in person and 10 days remote on assigned projects during June, July and August. 	Contracted from 9/1-6/1. <ul style="list-style-type: none"> 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. If contract extended over the summer: expected to work a flexible 20 days in person and 10 days remote on assigned projects during June, July and August. 	Contracted from 9/1-6/1. <ul style="list-style-type: none"> 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. RN: If contract extended over the summer: expected to work a flexible 20 days in person and 10 days remote on assigned projects during June, July and August. 	Contracted from 9/1-6/1. <ul style="list-style-type: none"> 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. 	Start date is dependent on staff training needs, details in Employment Agreement. End date is the last day of regular program.	Start date is dependent on staff training needs, details in Employment Agreement. End date is the last day of regular program.
GENERAL	<ul style="list-style-type: none"> Primary leadership of 	<ul style="list-style-type: none"> Manger of day-to- 	<ul style="list-style-type: none"> Overall supervision 	<ul style="list-style-type: none"> Overall supervision, 	Weekly coordinator duties	Be a strong role model of an

DUTIES	<ul style="list-style-type: none"> • medic, program, kitchen, site, and school relations. • Others as needed, including staff hiring, website development, site and facility improvement and community volunteer relations. 	<ul style="list-style-type: none"> • day operations on site and the smooth running of program. 	<ul style="list-style-type: none"> • of Health & Support Coordinators. • Full maintenance and seasonal updates of all documents related to position. • Oversee Health Insurance program and implementation. • As per Health Care Plan/Medic Guide, available on SW. 	<ul style="list-style-type: none"> • leadership, and management of day-to-day operations of staff and program. 	<ul style="list-style-type: none"> • as outlined in coordinator guide. 	<ul style="list-style-type: none"> • exemplary Instructor.
SCHOOL DUTIES	<ul style="list-style-type: none"> • Primary pre-program school communication • School liaison; communication with parents, teachers, students, for both program and medical needs. • Records keeper • School Teacher meetings • Collection of student tuition. 	<ul style="list-style-type: none"> • School liaison; communication with parents, teachers, students, for both program and medical needs while students are on site. • Records keeper • School Teacher meetings • Student discipline 	<ul style="list-style-type: none"> • Primary pre-program school communication for Special Concern situations. • School liaison; communication with parents, teachers, students, for both program and medical needs. • Records keeper. • Student discipline . 	<ul style="list-style-type: none"> • School liaison; communication with parents, teachers, students, for both program and medical needs while students are on site. • Ensure students and teachers are both engaged in Programming 	<ul style="list-style-type: none"> • School liaison; communication with parents, teachers, students, for both program and medical needs. • Records keeper • Student discipline 	<ul style="list-style-type: none"> • Professional, approachable support for teachers
PROGRAM DUTIES	<ul style="list-style-type: none"> • Primary program development • Primary staff supervision, evaluation, and discipline. • Manages Staff Level Requests. • Primary communication with facility personnel. • Site maintenance • Kitchen management and support • Runs weekly staff meetings 	<ul style="list-style-type: none"> • Primary leader on site when D is not present. • Primary daily staff supervision and management • Oversees daily program operation. • Daily staff supervision and management. • Performs all types of Assessments.. • Primary in leading and managing project areas. • Oversees/Set ups start and end day set-up and clean-up. 	<ul style="list-style-type: none"> • Secondary program development. • Performs evaluations and audits on other medical staff. • Performs Flash Evaluations and Rounds on staff. • Plans, develops, and teaches inservices. • Secondary staff supervision, evaluation, and discipline. • Support staff as needed. • Maintains project areas. 	<ul style="list-style-type: none"> • Primary staff training. • Primary in teaching program inservices • Performs all types of Assessments. • Primary leader on site when D and PD are not present. • Take lead on student behavioral concerns in the evenings. 	<ul style="list-style-type: none"> • Performs Flash Evaluations and Rounds. • Secondary staff supervision, evaluation, and discipline. • Support staff as needed. • Maintains project areas. • Supports PD on running set-up and clean up on start and end days. 	<ul style="list-style-type: none"> • Secondary program development. • Performs all types of Assessments. • Support staff as needed.
PROJECT 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	To Be Determined, in addition to regular duties	To Be Determined, in addition to regular duties
REQUIREMENTS	<ul style="list-style-type: none"> • EMT, or higher certification. • A valid drivers license and the ability to drive a manual transmission. • Strong/proven leadership, 	<ul style="list-style-type: none"> • EMT, or higher certification. • A valid driver's license • Strong/proven 	<ul style="list-style-type: none"> • RN / LVN, Licensed by the State of California as a Registered Nurse or a Licensed 	<ul style="list-style-type: none"> • WFR, EMT, or higher certification. • A valid driver's license. • Strong/proven leadership, 	<ul style="list-style-type: none"> • WFR, EMT, or higher certification. • Strong/proven leadership, management, and 	<ul style="list-style-type: none"> • Strong/proven leadership, management, and teaching skills. • The ability to work and

	<p>management, and teaching skills.</p> <ul style="list-style-type: none"> • 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. <p>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 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. 	<p>leadership, management, and teaching skills.</p> <ul style="list-style-type: none"> • 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 and 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>Vocational Nurse. Higher certifications are acceptable.</p> <ul style="list-style-type: none"> • A valid driver's 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 and 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>management, and teaching skills.</p> <ul style="list-style-type: none"> • 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 and 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>teaching skills.</p> <ul style="list-style-type: none"> • 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 and 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>think independently AND follow directions.</p> <ul style="list-style-type: none"> • 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. • Ability to learn and efficiently use a computer, the internet, and any required tool or technology.
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JOB DESCRIPTION NOTE	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.	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.	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.
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