



Job Opening: Outdoor Program Assistant Director

Sandia Prep is seeking an experienced individual to fill the role of Assistant Director of the Outdoor Leadership Program (OLP). Based in Albuquerque, N.M., Sandia Prep is an independent 6th-12th grade school. Our program aims to help students gain leadership skills through a variety of outdoor adventures. The OLP Assistant Director is responsible for pre and post-trip organization, leading trips, and managing equipment over the course of the school year, parent communication, and teaching students outdoor related skills. The OLP Director works closely with the Program Director to organize trips, collaborate with other staff on trips, work with students and parents attending the trips, and assess risk management. Most trips vary from 3-7 days.

Program Model: The model of the program is such that upper school students elect to become student outdoor leaders or Camping Associates. They are trained during a 1x weekly activity period to lead middle school students on outdoor programs. For middle school student trips, the Camping Associates are assigned a pod of middle school students. They help the younger students set up camp, cook with them, and help problem-solve as issues arise. Camping Associates meet every evening with the adult staff on the trip to discuss issues and develop plans to improve the following day. The staff on the trip lead the group, help the Camping Associates problem-solve, serve as risk managers, and respond to medical needs as they arise. Parents are also included on trips. Their main role is to provide transportation for students on the trips. They camp away from the student groups, and in general, interact with the students very little during the trip. Upper school specific trips allow Camping Associates an opportunity to work on outdoor skills. There are roughly 11 middle school trips and 6-8 upper school trips offered each year. The Assistant Director is expected to lead 12-14 trips each year with the remaining trips to be led by other program staff.

Hours: The Assistant Director works throughout the school-year with opportunities to work in the summer. Trips typically take place Thursday-Monday, and most occur in New Mexico or just over the Colorado border. Trips typically consist of 2-3 staff members, several volunteer parents, and students. In addition to the trips, he/she/they are expected to be on campus during the school day maintaining gear, preparing for upcoming trips, and teaching outdoor skills to high school students, and fulfilling other administrative tasks. They work closely with the Program Director on future trip planning, risk management planning and lesson planning. This is a 10 month contract (August-May). The Program Leader can also earn additional pay working with Summer Prep.

Responsibilities:

- Manages and leads programs in the field.
- Drives students in a Program Owned vehicle
- Maintains, repairs and organizes the equipment
- Performs administrative tasks related to the trips
- Work in collaboration with the director to organize and run activity period
- Completes trip reports
- Communicate with parents and students
- Leads most outdoor programming: roughly 12-14 trips annually
Outdoor trips include: backpacking, caving, cross-country skiing, climbing, and kayaking
- Primary risk manager on all trips they lead
- Meet and collaborate regularly with Program Director and other staff members to discuss logistics, students, and other relevant program issues
- Teaches outdoor skills (according to an existing curriculum)

Minimum Requirements:

- Outdoor Experience
- Experience working with young adults and/or children
- Ability to competently lead groups in remote outdoor settings
- Effective communication and leadership skills
- Valid driver's license and clean driving record
- Ability to work weekends and flexible hours
- Bachelor's Degree in Education, Outdoor Leadership, Environmental Education, Recreation or similar field
- Pass a background check
- 21 years or older
- Demonstrated proficiency with Microsoft Office programs and Google platform.
- Strong organizational and time management skills

Preferred Skills/Qualities

- Current Wilderness First Responder
- Risk Management Training/ Experience in risk management implementation
- Teaching certificate and teaching experience
- Minimum of three (3) years experience working in outdoor recreation or related field
- Experience designing experiential education curriculum and programs.