



***GAP Year Program Director
Eagle View Ranch - Dubois, Wyoming***

Starting Salary Range: \$42,000 to \$52,000

Benefits: Medical, Life, Dental, Vision Insurance, FSA, PTO, IRA, Sick Leave, Pro-deals and more!

How to Apply: Send résumé with references to John Rogers at jrogers@soarnc.org

For more program information: <https://soarnc.org/gap-year/>

SOAR, Inc. is looking for a dependable, skilled outdoor professional who has 2+ years of experience in organized camping or outdoor adventure programming and supervision. Who has the desire to do excellent work with integrity and to support SOAR's mission by leading the Wyoming adventure-based program location. This person needs good people and organizational skills, plus a desire to serve and support others.

Mission Statement:

SOAR is a seasonal accredited educational academy, GAP year program, and outdoor adventure summer camp dedicated to two-fold purposes:

To provide academic instruction, experiential education, interpersonal life skills development, and outdoor adventure-based programming to youth dealing with LD and/or ADHD through their participation in the Academy at SOAR.

To provide experiential education, interpersonal life skills development, and outdoor adventure-based programming to youth, young adults, and families dealing with LD and/or ADHD through SOAR's outdoor adventure camp programs, GAP year program, and community-based services.

SOAR embraces a commitment to service that is evident in the professional and community involvement of its staff members.

SOAR is a private, nonprofit 501(c)(3) corporation.

Vision Statement:

To be the world leader in helping youth and young adults living with learning and attention challenges achieve greater life success.

Core Values:

Focus on Strengths: Helping youth discover their strengths and take steps towards their journey to success.

Respect: Treating participants, families, and staff with dignity and respect.

Servant Leadership: Supporting the LD/ADHD community with our time, knowledge, and innovation.

Ethical Programming: Respecting the environment in an ethical way.

Commitment to Excellence: Maintaining and leading industry standards.

Loyalty: Loyal to stakeholders, staff, mission, clients, and organization.

GAP Director Job Description

Will be primarily responsible for the planning and implementation of SOAR's GAP Year Program based in Dubois, Wyoming. Will work with the EVR Team to supervise staff and maintain programs year round for participants ages 11 to 24 and their families with AD/HD and other Learning Differences.

GAP Planning and Preparation:

- Confirm logistics for GAP teams
- Coordinate vehicle schedules and maintenance
- Arrange permits, reservations, and fee waivers for program areas
- Update GAP protocols and paperwork
- Hire GAP Mentors
- Assist with inquiry calls
- Talk with educational consultants about prospective participants

GAP Administration:

- Check out/in gear at start/end of the semester, provide support and maintenance
- Plan and implement Mentor Training
- Coach and review programming areas (including permits/fee waivers) with staff team; clarify "chain of command" and establish "on-call" procedures
- Coordinate participant arrival/departure
- Assist with GAP marketing and development/growth of the program
- Budget management and oversight
- Develop site plans and proof expedition plans for expeditions
- Oversee field expeditions
- Oversee base living and volunteer experiences
- Develop community relationships and find new volunteer opportunities
- Coordinate with Central Wyoming College classes
- Manage staff teams and ensure time off is given (provide staff relief when necessary)
- Assist with EVR maintenance and upkeep of lower buildings
- Maintain communication with participants' families and educational consultants
- Assist in shuttling GAP participants to volunteer experiences when necessary
- Provide support with behavior issues
- Oversee logistical support
- Troubleshoot logistical issues
- Provide feedback, insight, support, and complete field supervision
- Provide emergency support, if needed
- Assist with end of year administrative responsibilities
- Coordinate and facilitate celebration Family Weekend

Summer Camp Duties:

- Support Summer Director
- Assist with staff hiring, California reservations, marketing of EVR programs, inquiry calls, accreditation, and GAP/EVR budget
- Liaison with veteran staff and EVR alumni
- Assist with collection of paperwork from enrolled students

Summer Administration:

- Assist summer director during EVR summer programs
- Assist with staff training and management

Assist with scheduling
Spot check student achievement plans
Complete campsite and activity observation checklists while observing each course
Ensure completion of camper health checks
Thoroughly review medication forms
Assist Course Directors with staff or students evidencing problem behaviors
Ensure Course Directors have completed all pre-course and post-course checklists
Ensure phone calls for airport arrivals and departures are conducted as scheduled
Review and file staff evaluations
Review and forward staff course evaluations
Assist in managing base camp kitchen/cook and food service
Assist in managing teachers for academic courses
Assist in debriefing staff teams at the end of each session

Desired Experience

Requirements:

Experience serving LD and/or AD/HD populations
Current certifications (or have the ability to obtain) WFR or higher and Lifeguard
Behavior management skills and strategies
Minimum: Bachelor's Degree
Experience in facility management
Two years of supervisory experience
Valid driver's license with no DUI's on record
Clear background check

Desired Technical Skills: Rock climbing and rappelling instruction, riflery, canoeing instruction, alpine tower/challenge course management, fishing instruction, and/or backcountry camping in bear country. Sound risk management skills and decision-making ability.

Desired Administrative Abilities:

Work with little supervision
Be content living in a remote location
Multitasking, problem solving, budgeting, file and record managing
Basic computer skills and familiarity in: Gmail and Google Drive, Microsoft Word and Excel
Comfortable in liaison with agencies such as the Health Department, NFS, NPS. etc.
Implementation of an Entrepreneurial Operating System (EOS)
Coordinate certification courses such as Wilderness First Aid and Lifeguard

Able to effectively hire/manage/train: field staff, course directors, activity specialists.
Ability to work professionally with people in the field of education including; Educational Consultants, Psychologists, Therapists, Counselors, Administrators, Teachers, etc.
Work with vendors and the small community of Dubois, WY, and remote programming in California.
Ability to work with NFS/NPS on Commercial Use Authorizations, Special Use Permits, and Educational Fee Waivers, reports, etc. Reservations are extremely time-sensitive.
Working understanding of American Camping Association (ACA) standards and accreditation process and ability to ensure continued compliance and accreditation of EVR.

Expectations for the position include: Compliance with all policies and regulations of SOAR; understanding the personal needs of instructors are secondary to the emotional and physical well-being of our clients; utilizing behavior management techniques consistent with the program philosophy at SOAR; acting in a professional manner at all times to promote SOAR and the profession; developing an appropriate setting in which the participant may learn from example; understanding the care of participants in a 24 hour setting; and maintaining current records of participant progress and documenting strategies utilized during the course for parents and participant.

Expectations also include being able to fulfill the physical requirements including but not limited to: being able to hike with a backpack weighing 25-40 pounds over rough and mountainous terrain for 5-10 miles per day; being able to perform upper body tasks such as belaying; camping outdoors for extended periods of time in a variety of environmental conditions such as cold, heat, rain, lightning; standing and sitting for long periods of time in excess of 6 hours; ability to lift 50 lbs.; ability to bend, kneel, push and pull on a repetitive basis; ability to grasp small objects and work in confined spaces, etc.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. SOAR, Inc. provides equal opportunities to employees and applicants without regard to race, ethnicity, religion, sexual orientation or identity, national origin, age, disability, or veteran status.