



*Assistant Director of EVR Programs
Dubois, Wyoming*

Available to Start Date: *November, 2022*

Salary Range: *\$38,000 to \$45,000*

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

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

For more program information: <https://soarnc.org/soar-adhd-summer-camp/>

SOAR Inc. is looking for a dependable outdoor professional to further the mission of SOAR by developing, planning, and managing outdoor adventure programs that provide an environment for our future world leaders to grow and develop as human beings in a safe outdoor experiential environment. The Assistant Director works under the Director of EVR and with the GAP Year Program Director to be responsible for the success of the summer camp program in Wyoming and California and the GAP Year Program in Wyoming. They work closely with other members of the organization to provide positive experiences throughout all programs. This person needs to be a self-starter, independent, collaborative, and creative.

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.

Job Description:

Report to the Eagle View Ranch Summer Director. Primarily responsible for assisting in the planning and implementation of EVR's summer camp programs and GAP Year program in Wyoming (and possibly California). Work with the EVR Team to supervise seasonal staff, and maintain summer programs for participants ages 11 to 24 and their families with ADHD, and Learnings Differences. Located in Dubois, WY for SOAR INC.

Qualifications:

Minimum: Bachelor's Degree

Minimum age: 21

Valid driver's license with a clean driving record

Must have previous experience in a managerial or supervisory position

Must have at least 5 years working with children, preferably with ADHD or LD

Experience in Outdoor Education, Recreation Management, or other related field is highly desired

Must currently have WFR and Lifeguard Certifications (**or be able to obtain**)

Experience leading activities such as rock climbing, white water rafting, caving, horseback riding, and mountain biking are highly preferred

Planning

- Summer program planning and reservations
- Create and manage program calendars and course itineraries
- Assist with accreditation preparation and maintenance
- Summer preparation with an emphasis on reservations, staff hiring
- Prepare summer programming materials such as flags, arts & crafts materials, team folders, etc.
- Prepare study skills materials for Academic Adventure
- Assist with preparation of Field and Resource Manuals
- Update and prepare Site Plan Manuals
- Purchase and prep gear
- Pack gear boxes for issuing to groups
- Prep physical plant for programming

Hiring & Staff Supervision

- Conduct staff recruitment efforts such as job fairs and job announcements
- Conduct staff interviews and reference reviews
- Oversee pre-summer communication with summer staff and preparation for their arrival
- Oversee Course Directors, Outdoor Trip Leaders, and Activity Specialists
- Assist with supervision of Academic Discovery teachers

Summer Programming Assistance

- Assist with planning and facilitation of staff training
- General oversight of summer programming
- Assist with evening and weekend on-call duties
- Assist with program days such as rock climbing, high ropes, whitewater, caving, mountain biking, etc.
- Assist with review of Achievement Reports sent to parents

- Assist with California Summer Program – Campsite and program reservation, budget, trainings, and additional tasks as needed. (not in 2022)
- Complete "Campsite Observation Checklists" for each team during Session 1 and then on-going, including spot checks of Achievement Plans, Medication Forms, and Student Health Checks.
- Oversee administration of In-Between periods for campers staying between sessions.
- Oversee staffing and execution of Airport Pick ups / Drop offs, including phone calls to families
- Oversee preparation of course paperwork and folders

Administrative Team

- Assist with inquiry calls and enrollment efforts
- Assist with post-summer family contact
- Assist with marketing efforts as needed, including participation on the marketing team
- Assist with budget reconciliations
- Assist with concluding administrative needs

GAP Programming Assistance

- Check out / in gear at start / end of the semester, provide gear maintenance
- Assist with staff training
- Assist with participant arrival/departure at Eagle View Ranch
- Develop site plans and proof expedition plans
- Oversee field operations
- Oversee base living and volunteer experiences
- Develop community relationships and find new volunteer opportunities
- Staff relief when necessary
- Provide support with behavior issues
- Provide staff relief for Mentor time off.
- Oversee logistical support
- Troubleshoot logistical issues
- Provide feedback, insight, support and complete field supervision
- Provide emergency support, if needed
- Other duties as assigned

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 student may learn from example; understanding the care of students in a 24-hour setting, and maintaining current records of student progress and documenting strategies utilized during the course for parents and student.

Expectations also include being able to fulfill the physically demanding requirements of the position 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 or guiding a whitewater rafting trip; camping outdoors for extended periods of time in a variety of environmental conditions such as cold, heat, rain, lightning, 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.