

SOAR

Assistant Director of NC Programs

Purpose:

To further the mission of SOAR by developing, planning, and managing 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 partners with the Director of NC Programs to be directly responsible for the success of the summer camp program in North Carolina and Florida. They work closely with other members of the organization to provide positive experiences throughout all programs.

Qualities:

This role requires people who are self-starters, independent workers, collaborative, creative, and dedicated to the mission.

Qualifications:

- Minimum Bachelor's Degree.
- Must be 21 and have a clean driving record.
- Must have previous experience in a managerial or supervisory position.
- Must have at least 5 years working with children preferably children with ADHD or special needs.
- Experience in Outdoor Education, Recreation Management, or other related fields is highly desired.
- Must currently have WFR or be able to obtain.
- Experience leading program activities such as rock climbing, white water rafting, caving, 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 early emphasis on Reservations, Staff Hiring, Cultivation of veteran SOAR staff.

Prepare summer programming materials such as flags, arts & crafts materials, team folders, etc.

Update and prepare Lesson Plans

Assist with preparation of Field and Resource Manuals

Update and prepare Site Plan Manuals

Prepare Staff Training and Summer Duty Rosters

Prepare permit needs for program areas

Hiring & Staff Supervision

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

GAP NC and Summer Programming

Provide lifeguard and CPR training to SOAR staff as needed

Manage Lifeguard in-service training during summer.

Plan and facilitate Staff Training (Focus on Behavior Management, Soar Protocol, and Individual Staff Training)

General oversight of summer programming

Assist with on-call duties; requiring after hours availability.
Assist with program days such as rock climbing, high ropes, whitewater, caving, mountain biking, etc.
Assist with review of Achievement Reports
Manage Florida Summer Program – Campsite and program reservation, budget, training, and additional tasks as needed.
Ensure students are assigned to teams appropriately.
Daily check of cabins when at Base.
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.
Oversee staffing and execution of Airport P-U / D-Os, including phone calls to families.
Oversee preparation of course paperwork and folders.
Coordinate with vendors for NC and FL programming
Plan, prepare, and provide resources for Christmas Keys program
Create reservations for FL summer programs

Admissions & 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.

Additional responsibilities 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 by 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 physical demands required 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.