Title: Assistant to the Director of Education and Program Development

Function: Under the supervision of the Director of Education and Program Development, helps provide leadership, administrative support and oversight of the La Vida Outdoor Education core requirement and Adirondack base camp.

Responsibilities:
1. Assists the Director of Education and Program Development with the planning and implementation of both Adirondack Wilderness programs. Coordinates all administrative details for La Vida Adirondack programs, including:
   a. Logistics and planning: permitting, service projects, adhering to NYS DEC regulations
   b. Program and curriculum development
   c. Purchasing of food
   d. Transportation needs including the use and care of Gordon College fleet vehicles
   e. Public relations with local municipalities, adjacent property owners and forest rangers.
   f. Development and supervision of Adirondack facilities
   g. Development of staff manual and training materials and workshops
   h. Management of program equipment
2. Assists in the recruitment, hiring, training and supervision of Adirondack and Discovery professional staff. Supervises staff living quarters at La Vida base camp.
3. Collaborates with Director of Education and Program Development to oversee the facilities and property maintenance at the Adirondack property.
4. Provides support for the communication and marketing of the Adirondack program to outside individuals and groups including Young Life, schools and church groups.
5. Assists the Director of Education and Program Development with the administrative oversight, development and leadership to the instructors of Discovery.
6. Assists Director of Education and Program Development with Outdoor Education classes being offered to the Gordon College student body.
   a. Serves as a teaching assistant when needed
   b. Assists with leadership on the OE343 expedition course

Required Knowledge, Skills and Abilities:
To fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.
1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the
public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Bachelor’s degree in Outdoor Education preferred with at least three years of experience within the field of Outdoor Education.

3. Experience and skill in the technical aspects of outdoor education, including proper certifications in the area related to wilderness and outdoor education.

4. Ability to work 10 hours per week for a total of twelve weeks in both the fall and spring semesters. Ability to also work full-time at the La Vida base camp during the summer season.

5. Understand the education and Christian philosophy of outdoor education at Gordon.

Position Code:
Grade: 3
FLSA Status: Non-exempt