Title: Assistant Director of Adventure Pursuits, La Vida Center for Outdoor Education and Leadership

Function: The Adventure Pursuits Assistant Director works throughout the year to assist the Adventure Pursuits Director in planning, marketing and facilitating events that take place at the challenge course, rock gym, and other off-site locations, as well as assisting the La Vida Center Directors in training new staff members. This position requires organization, maturity, creativity, clear communication skills, and knowledge of risk management and technical skills that are specific to the challenge course and outdoor educational experiences.

Description of Duties and Tasks:

1. Plan and facilitate both Challenge Course and Rock Gym events with the Adventure Pursuits Director
2. Plan and Co-Lead trainings for Adventure Pursuits and Rock Gym staff
3. Assist Adventure Pursuits Director with scheduling, preparation, record keeping and other behind the scenes work as needed
4. Assist the Adventure Pursuits Director with creating marketing materials for the Challenge Course, Rock Gym and other events
5. Be a Lead Facilitator for the Challenge Course, Rock Gym and other Adventure Pursuits Events
6. Record events and group information in FileMaker database
7. Email confirmations and final paperwork of processed event registrations
8. Update website, Facebook and other social media pages with current information and recent photos and stories from participating groups
9. Assist in the design and creation of brochures for the Adventure Pursuits program
10. Create or add to a list of illustrations designed to help frame activities for groups
11. Assist in the maintenance of high and low elements at the challenge course
12. Perform the monthly inspection in the Rock Gym
13. Assist in the repair, inspection, inventory, and maintenance of equipment that is owned by La Vida
14. Assist in training facilitators at various levels for the Challenge Course and Rock Gym
15. Organize and lead trips and events for Gordon College students that include kayaking, canoeing and hiking excursions
16. Clearly communicate and demonstrate La Vida philosophy to groups, students and staff
17. Be able to respond or assist in first aid and medical situations
18. Be an active member and role model for the staff, students and participants
19. Perform other duties and roles as assigned by the Directors

Required Knowledge, Skills and Abilities:

In order 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. Incorporates Gordon’s Cultural Values in the following areas:
   a. Welcome People In: Serves as a critical touchpoint with students and the local community members for engaging in adventure activities
   b. In This Together: Provides programming for departments, clubs, and groups across campus to increase collaboration

3. Level 2 ropes course certification from Gordon College or Project Adventure
4. Mini-Bus and Van driving certification through Gordon College
5. Knowledge of La Vida programs and policies
6. Knowledge of marketing techniques and ability to use social media for promotional purposes
7. Knowledge of how to safely and effectively lead wilderness trips for groups
8. The maturity and desire to exemplify Christ-like character in one's personal life and leadership
9. A working knowledge of Scripture and an ability to employ it to influence young people
10. A relationship with Christ and participation in a local church
11. Possess effective communication skills and be comfortable leading discussions with participants and group leaders
12. CPR, and basic First Aid or higher certification
13. Comfortable with utilizing Microsoft Office products and maintaining databases like Filemaker Pro

Grade: 4
FLSA Status: Non-Exempt