Gordon College
Position Description

Title: Director of Adventure Pursuits and Rock Gym

Function: Serves as the Director of Adventure Pursuits and the Rock Gym under the supervision of the Senior Director of the La Vida Center for Outdoor Education. The employee also serves and assists in various aspects of the development, maintenance and direction of the outdoor education programs to achieve the Center’s objectives.

Description of Duties and Tasks:

1. Gives direction and vision for the ADVENTURE PURSUITS and ROCK GYM programs to promote growth and offer a variety of marketable adventure education options.
2. Recruits, trains, schedules and supervises ADVENTURE PURSUITS and ROCK GYM staff.
3. Serves as the lead facilitator when needed on ADVENTURE PURSUITS program days.
4. Leads the promotional and marketing efforts to church, para-church, school and other youth organizations as well as adult groups from colleges, businesses, etc.
5. Organizes and ensures that ADVENTURE PURSUITS and ROCK GYM paperwork and payment is completed for all events and enters necessary electronic files into FileMaker.
6. Works with the office manager to request payroll authorizations and pay rates for staff.
7. Recommends the ADVENTURE PURSUITS and ROCK GYM budget to the Senior Director and oversees expenditures.
8. Conducts program evaluations and makes programmatic changes as needed. For example, debriefing with the staff and reading evaluations from groups with the goal of discovering trends or safety concerns that need to be addressed.
9. Works with the Challenge Course and Climbing Professional to comply with all MA Department of Public Safety regulations as well as maintenance and care of the challenge course and rock wall structure and equipment for both sites.
10. Manages accurate record keeping of all challenge course staff (Adventure Pursuits, Rock Gym, Discovery, Adventure Camp and Adirondack) trainings, certifications, growth plans and CORI records as needed.
11. Develops and helps to maintain challenge course and rock wall manuals and testing materials with the Challenge Course Professional.
12. Works with the Challenge Course Professional to maintain risk management plans.
13. Attends training and refresher courses to keep up certifications and maintain industry standard safety protocols. For example, renewing level II rescue training certifications through Project Adventure or attending a workshop that provides relevant content for managing La Vida’s challenge course.
14. Creates an Open Gym Rock Gym schedule of days of operation, based on the Academic calendar, and coordinating with the Center’s and Bennett Center calendars.
15. Oversees and advises the GCSA Climbing Club.
16. Maintains awareness of student activities and Gordon 25Live calendar events when scheduling events or activities and updates 25 Live reservations for ADVENTURE PURSUITS and ROCK GYM.
17. Develops event structures to meet the growing needs of youth organizations, churches and recreation departments.
18. Utilizes the ADVENTURE PURSUITS and ROCK GYM programs to introduce potential students to Gordon College.

**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. Preferred Master’s or Bachelor’s degree.
2. Experience and skill in the technical aspects of outdoor education, challenge courses and rock walls.
3. Minimum requirement of a Level II practitioner certification that meets the standards outlined by the ACCT.
4. A well-defined philosophy of experiential education and experience in facilitating groups, training staff.
5. Overseeing program inspections, maintenance, repairs and development.
6. Organizational, administrative, and marketing abilities and experience.
7. Ability to relate to students, staff and the public.
8. Certification in the appropriate skills and related to adventure education such as the Challenge Course Manager, Climbing Wall Instructor course and First Aid.
10. Ability to teach beginner and advanced training sessions for Challenge Course and Rock Wall staff.
11. Knowledge and ability to inspect and perform minor repairs to the Challenge Course and Rock Wall. For example, replacing webbing, ropes, back up belay cables, rapid links, staples, t-nuts, low element ropes and cords, and LEAP anchors.
12. Ability to set and grade climbing routes in the ROCK GYM.
13. Knowledge of climbing technique and ability to demonstrate those techniques.
14. Able to maintain a focus on community and ministry for the Challenge Course and Rock Wall staff.
15. Ability to become a certified CORI representative.
16. Ability to obtain van and mini-bus license through Gordon College Physical Plant.
Position Code: OED-GORPDR-1
Grade: 5
FLSA Status: Exempt