



100 ELK OUTDOOR CENTER POSITION DESCRIPTION

POSITION:	100 Elk Assistant Director
STATUS:	Year-round, Full-time (exempt position)
REPORTS TO:	100 Elk Director
DIRECT REPORTS:	100 Elk Seasonal Staff

GENERAL DESCRIPTION

The 100 Elk Assistant Director is an essential member of the 100 Elk team and helps to provide oversight, staff training, safe program execution, coordination of program logistics and tone-setting. Other functions include program review and development, staff hiring, supporting summer youth camp, and other duties as assigned.

RESPONSIBILITIES

In Season

Manage Program

- Assists the 100 Elk Director with scheduling, staff oversight, program development and execution of all 100 Elk Programs.
- Helps develop and maintain 100 Elk program quality, content and safety.
- Supports 100 Elk Staff training to ensure staff members are properly trained, supervised and evaluated in their program areas and helps lead quality training programs.
- Assists with the management of 100 Elk staff; disciplines staff in consultation with the 100 Elk Director.
- Helps manage and operate the 100 Elk store.
- Assists with the preparation, enrollment and execution of Youth Adventure Day Camp.

Administrative

- Assists with the preparation and tracks necessary documents for 100 Elk programs and rentals, including contracting documents, insurance certificates, invoices, schedules, cabin, groups and special needs forms using our Gazebo management software.
- Assists the 100 Elk Director in executing payroll and related employee tasks.
- Calculates and takes notes on evaluations from programs, tracks key results, communicates helpful information to program leaders for future trips, and fills in post program notes with details and feedback for each program.
- Aids development and maintenance of efficient, effective administrative systems.

Off Season

Program Development, Marketing and Enrollment

- Reviews previous 100 Elk programs, analyzes evaluations and adjusts programs and staff training, as needed.
 - Assists 100 Elk Director with development of 100 Elk-related promotional materials, such as website, mailings and development of 100 Elk events/programs.
 - Widens framework for outreach to new 100 Elk youth, family and adult participants.
 - Continues engagement with 100 Elk staff and participant alumni.
 - Develops rapport with parents, chaperones and participants, to encourage long-term involvement and support of 100 Elk programs.
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- Communicates with parents and group chaperones to ensure positive visits.
- Serves as an ambassador/liaison for the A/U Ranches and 100 Elk in the local community.
- Travels with the 100 Elk Director when needed to develop new programming and connect with current program leaders.

Administrative

- Assists the 100 Elk Director in budget projections and requests.
- Works with the 100 Elk Director to interview and hire seasonal staff.
- Coordinates with program leaders to schedule season dates and works to keep the season schedule appropriately full.
- Helps develop staff training schedules and execution.
- Works with the 100 Elk Director to coordinate logistics of airport summer departure and arrival runs and stay over programs, including staffing schedules, activities, transportation, food and supplies.

Other Duties as Assigned

- Support other A/U Ranches needs when and where appropriate.

Year Round

Spiritual and Ethical

- Supports the purpose of 100 Elk, providing a spiritually grounded, non-denominational atmosphere and great activities through which participants reveal the possibilities within.
- Supports 100 Elk staff, providing a community atmosphere based on the principles of Christian Science and creating opportunities for spiritual growth.
- Supports the purpose of the A/U Ranches for summer youth and adult camps, providing a spiritual atmosphere and great activities through which Christian Scientists and their friends can recognize the practical effectiveness of Christian Science.
- Personally adheres to high standards consistent with Christian Science as outlined in the Employee Handbook, Community Atmosphere and Code of Conduct.
- Contributes to an environment where participants, staff, and families feel loved and valued.

QUALIFICATIONS

Education/Experience:

- College degree in education field, preferred
- Team leadership experience
- Youth program operations, camp or outdoor leadership experience
- Experience (personal or as guide) in one or more outdoor adventure activities: mountaineering, high ropes, low ropes and initiatives, horsemanship, canoeing or other
- Marketing and/or sales experience, preferred

Knowledge/Skills/Abilities:

- Devoted to the study and application of Christian Science
 - Member of The Mother Church and/or active Christian Science branch church member
 - Enjoys working with children and participants of all ages
 - Committed to both secular 100 Elk programs and Christian Science camp experiences
 - Excellent communication and organization skills
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- Willing to live in rural community

Benefits:

This is a full-time, exempt, benefits eligible position with a hiring range of \$47,200-\$59,000 - with offered benefits as detailed in the employee handbook including, healthcare provision, life, vision, dental, STD, vacation and personal time accruals, and an employer-match retirement savings plan. Rentalable housing, on-property, may be available. This position is located at the A/U Ranches in Buena Vista, Colorado.

Work Environment and Physical Demands:

The employee must meet physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the job duties, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position given the title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties, which shall be consistent with the representative essential functions listed above and will not be construed as expanding a particular position's role, scope, FLSA status, or grade.