



## University of Maine Professional Job Description

**Title:** Assistant Director

**Date:** February 16, 2018

**Reports To:** Director

**Dept:** CES

Bryant Pond 4-H Camp and Learning Center

**Purpose:** Works with Director to oversee, manage, and coordinate quality curriculum planning, staffing, and program delivery for Bryant Pond's programs, including summer camps, Lakeside Classroom, and other workshops, trainings, and events. Manages the day-to-day aspects of all school program areas and projects including staffing, client schools, curriculum, and programming. This is a year round appointment. This position reports directly to the **Director**.

### **Essential Duties/Responsibilities:**

#### **Field Staff** (classified and temporary professionals)

- Hiring of seasonal field staff, organize and review applications, contact applicants, conduct interviews, contact references.
- Communicate with incoming Field Staff-Welcome letter and information, staff manual and policy guidelines, training schedules.
- Staff Training-organize staff training to meet the needs of the program (schedule, curriculum, safety and risk management, policies)
- Supports the **Program Coordinator** in supervising and supporting of Field Staff in all aspects of their roles-questions, problem solving, planning, scheduling, evaluation, conflict resolution, and personal needs.

#### **Client Schools**

- Recruit schools, design programing based on school needs, negotiate contracts, assure paperwork and documentation is complete.
- Coordinate day and residential programs: prep staff, greet students and staff, support Program Coordinator with pre-program orientation
- Maintain high level of professionalism and customer service for visiting schools, teachers, and students throughout the program. This includes preparation for arrival and follow-up post program delivery.
- Provide clear communication with coordinating teachers-providing schedules, required paperwork, housing assignments, and student needs assessment.

- Provide presentations to schools and parent groups; recruiting, fundraising ideas, pre-program questions and preparation, share information on 4H/Bryant Pond history, discuss paperwork, schedule.

### **Lakeside Classroom Programs**

- Schedules- Schedule and plan programming for visiting schools, field staff, medical, facility, and support staff
- Conduct field staff and teacher meetings pre and post programming
- Cover program office and health center as needed
- Lead and coordinate staffing for outreach across the state including in-school, after school, and other activities
- Develop new opportunities, specialized camp programs, workshops, and adult programs.
- Work with Health Center Coordinator to address medical issues as required. Provide medical care and oversight when health center staff are not on duty; including first aid, emergency response, and administering medications per schedule.

### **Maintenance and Logistics**

- Coordinate staff housing, camper assignments, scheduling of program areas such as Lakeside Lodge and dining hall needs.
- Prepare for incoming programming and coordinate clean up and final wrap up of programs.
- Maintain program equipment and facilities including challenge course, waterfront, gardens, ranges, and other program areas to meet UMaine, DHHS, and industry standards.
- Supervise and schedule staff support time when not in programming; kitchen help, chores, garden, light maintenance, composting, animals.
- Coordinate seasonal set-up and break down procedures and seasonal transitions.

### **Miscellaneous**

- Update and and revise staff manual as needed
- Attend development opportunities, conferences, trainings, workshops, and other as deemed suitable by supervisor
- Seek new opportunities in line with the mission of the 4-H center and present to the leadership team
- Collaborate with other organizations to enhance programming, establish and maintain community relationships and partnership opportunities.

### **Knowledge/ Skills/ Qualifications**

- Bachelors (min) in education, adventure education, environmental studies/science, or related field.
- Minimum of 3 years in outdoor/environmental education or related field (preferably with 2 years in a leadership or management roll)
- Current Wilderness First Responder Certification (or higher level) required
- Knowledge and experience in leading backcountry expeditions (previous Maine State Trip Leader Certification or equivalent preferable)
- Knowledge and experience in challenge course facilitation and management including high and low ropes elements

- Experience in organizing, coordinating, delivering of environmental education programs for youth grades K-12, as well as adult programs
- Competency in word processing and spreadsheet programs.
- Excellent written and oral communication skills.
- Strong work ethic and desire to work as part of a dynamic, high-energy residential program.
- Ability to maintain professional certifications as appropriate.
- Valid drivers license and ability to travel in-state (reimbursement at the current UMaine rate)

### **Work Environment/Dynamics**

- The base of operations for most programs is the Bryant Pond 4-H Camp and Learning Center and nearby sites around Oxford County, Maine. Some weekend and evening work required. We strive to create a spirit of community among the staff in the working and living environment at Bryant Pond.

### **Work Schedule**

- The University of Maine Cooperative Extension regular office hours are 8:00 a.m. to 4:30 p.m. Mon.-Friday. This role will require seasonal shifting of hours during school program seasons, summer camp, off-season, and specialty programs. The employee will work with their supervisor to establish a varied work schedule in order to meet the needs and requirements of the position.
- School program season is mostly a Monday through Friday schedule with some weekend duties.
- During the summer, this position will support summer camp programming and staff by leading on the Summer Camp Leadership Team in conjunction with the Director.

### **Position Time**

- This is a regular, full time, fiscal year, and professional position contingent on funding and successful job performance.

**Schedule for Evaluation:** As per UMPSA agreement

**Salary Band:** \_\_\_\_\_

**The finalist for this position must successfully complete a Pre-Employment physical, State Bureau of Investigation, credit and motor vehicle driver's license background check.**