



Job Title: Associate Program Director

Department: Program

Reports To: Program Director

FLSA Status: Seasonal/Exempt

Location: Table Rock Base Camp, Cedar Rock Base Camp

Supervision: Course Directors, Instructors & Interns

Summary:

The Associate Program Director position is responsible for supporting the Program Director to set a high standard of excellence in regards to the development, leadership and management of the program and base camp to ensure that the North Carolina Outward Bound School conducts safe, meaningful and high quality programs for its students and staff. They are also responsible for mentoring and developing interns and instructors scheduled at the base.

Essential Duties and Responsibilities:

Program & Safety Management:

- Assist to manage all NCOBS courses conducted out of the base, and ensure they remain true to the mission, values, and principles of NCOBS.
- Assure all programs adhere to the OBUSA and NCOBS safety policies and procedures as well as Local Operating Procedures and administrative directives. Support the update of LOP's annually.
- Manage and share on-call system and fill role of Base Camp Incident Commander for emergency response as assigned. Assume the responsibility for quality and safety of programs in absence of Program Director.
- Assist in conducting and documenting all internal investigations with the support of the Education & Safety Coordinator, HR Manager or designee.
- Assist in creating course schedules, instructional pairings, and other program quality duties.
- Support the development and management of all facilities, systems and resources at the base. This includes supporting the opening and closing of the base.
- Assist to maintain positive relationships with local land managers and public agencies and ensure permits are in order. Maintain relationships with service providers.
- Ensure environmental and community stewardship of course areas and activity sites.
- Assist the PD in working with Student Services and Management Team to address student issues as they arise.
- Review and respond to course paperwork. Ensure Course Reports are completed and reviewed, expedite Incident Reports that are Near Miss or Worker's Comp. related.
- Conduct field visits to assure quality of programming.

Staff Development & Management:

- Course Direct up to 60% of time for single or multiple crews, and as needed, instruct.
- Assist in maintaining a positive and professional work environment and living community.
- Support and act as a resource for Residential Course Directors and Course Directors.
- Collaborate with the PD and CD's to ensure supervision, mentorship and evaluation of instructional staff and CD's.
- Manage all interns assigned to the base with scheduling, mentoring and training to assure a quality educational experience.
- Assist with the planning and implementation of staff training on the base.



Administrative:

- Act as a representative of the School's administration to field staff.
- Serve as a member of the NCOBS Mountain Program Team and provide input and drive projects to achieve school-wide objectives and goals.
- Work with the Program Director to create vision, goals and strategic direction for base.
- Support the Program Director to manage budget, give input on product mix and new and existing program development. Oversee all base expenses with an eye for fiscal responsibility.
- Coordinate with all school departments to ensure a cooperative and supportive system.
- Assist as point person for special offerings (Board events, WFR, etc.) and coordinate facility and personnel needs for trainings, meetings and events.
- Other duties as assigned.

Qualifications:

- Minimum of 4-years' experience working Outward Bound or related programs.
- Personal and professional values consistent with the NCOBS mission, values and principles.
- Strong knowledge of Outward Bound history, standards and programs.
- An outstanding record as an instructor, trainer, and course director.
- Wilderness skills and experience appropriate for all courses conducted in the program area.
- Able to participate in all base activities. Able to lift 75 pounds.
- Current WFR and CPR and program technical skills specific certifications and training.
- Able to give and receive timely, effective oral and written feedback.
- Effective leadership, supervisory, organizational and interpersonal skills.
- Strong personal initiative, motivation and resourcefulness.
- Business management skills including basic accounting, budget planning and management.
- Strong presentation, writing and computer skills.
- Cooperative attitude and ability to be flexible.

Compensation and Benefits:

- Per-diem rate based on NCOBS pay matrix for both administrative and course director work.
- 5.5 month agreement, based on a minimum of 119 days. April through September annually.
- Access to seasonal benefits subsidy program.
- Pro-purchase.
- Room and board during agreement.

Application Instructions:

Qualified applicants should send a resume and letter of interest to Alyse Ostreicher, 2582 Riceville Road, Asheville, NC 28805 or aostreicher@ncobs.org. This position will stay posted until filled.

The North Carolina Outward Bound School is committed to equal opportunity for its employment, without discrimination on the basis of race, color creed, national or ethnic origin, sex or sexual orientation, age, religion, disability, marital or parental status, status with respect for public assistance or veteran's status.