

GORDON COLLEGE

Position Description

Title: Assistant Director of Adventure Pursuits and Rock Gym - PT

Function: Under the supervision of the Adventure Pursuits Director, the Adventure Pursuits Assistant Director works throughout the year to assist the Adventure Pursuits Director in planning 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.

Description of Duties and Tasks:

1. Coordinate internal communication with staff, help keep up maintenance in the rock gym, making sure all events, classes, lessons and open gym shifts are staffed as necessary
2. Assist planning and facilitating Challenge Course events with the Adventure Pursuits Director
3. Assist in training the 30+ facilitators at various levels for the Challenge Course and Rock Gym
4. Assist Adventure Pursuits Director with scheduling, preparation, record keeping and other behind the scenes work as needed
5. Lead Facilitator for the Challenge Course, Rock Gym and other Adventure Pursuits Events
6. Record events and group information in database
7. Email confirmations and final paperwork of processed event registrations
8. Update website with current information and recent photos
9. Assist in the maintenance of high and low elements at the challenge course
10. Perform the monthly inspection in the Rock Gym
11. Assist in the repair, inspection, inventory, and maintenance of Challenge Course equipment that is owned by La Vida
12. Help organize intern projects
13. Be ready to step in and provide Challenge Course assistance to other La Vida programs as needed
14. Assist in organizing and leading trips and events for Gordon College students that include kayaking, canoeing, climbing, hiking excursions, and more
15. Clearly communicate and demonstrate La Vida philosophy to groups, students and staff
16. Be able to respond or assist in first aid and medical situations
17. Be an active member and role model for the staff, students and participants
18. Perform other duties and roles as assigned by the Directors

Required Knowledge, Skills and Abilities

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. Bachelor's Degree Required
2. Experience and skill in the technical aspects of outdoor education, including proper certifications in the area related to wilderness and outdoor education, including but not limited to: CPR and Basic First Aid certification, AMGA top-rope site management, internal or external ropes course certification (ie/ Project Adventure, High 5, NOLS, etc).
3. Knowledge of La Vida programs and policies preferred
4. Possess effective communication skills and be comfortable leading discussions with participants and group leaders
5. Comfortable with utilizing Microsoft Office products and maintaining databases
6. Organization, maturity, creativity, clear communication skills.
7. Knowledge of risk management and technical skills that are specific to the challenge course and outdoor educational experiences.

Position Code: OED-GORPAST-2

Grade: 4

FLSA Status: Non-Exempt

Hiring Range: \$25.78 - \$28.25/hr

In our Christ-centered community, faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions and agree to work within [Gordon's community standards](#) in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God.