

GORDON COLLEGE

Position Description

Title: Outdoor Education Coordinator

Function: Under the supervision of the Director of Outdoor Education, provides program support, leadership, and responsibilities associated with running outdoor experiences for Gordon Students.

Description of Duties and Tasks:

School Year (September to May – Maximum 20 hours a week)

- Assists the Director of Outdoor Education in developing and implementing programming that supports the Gordon College Shalom Statement and the mission statements of La Vida and Gordon College.
 - Ensures programming is welcoming to participants of all backgrounds and identities.
 - Helps to nurture a diverse learning community.
 - Actively seeks input from marginalized voices regarding program components and design.
- Supports student off-campus experience:
 - Maintain and oversee the Gear Check-out system on campus.
 - Advise and supervise Gordon outing events, such as, Gordon Outdoor Club, Fall break experiences, and Living Learning Community day trips.
 - Rotates being on point for the Discovery camping weekend to include checkout, serving as the emergency contact, and any gear-related concerns.
- Contributes to staff hiring and training:
 - Assists with recruitment, interviewing, and hiring of all Adirondack staff.
 - Coordinates training for Adirondack staff throughout academic year and during summer programming.
 - Reviews training topics to ensure consistency in La Vida programming.
 - Supports the training of Trip Leaders.
 - Evaluate all patrols, Trip Leaders, and Base Camp staff at the end of training, after each session, and at the end of the summer for competency in technical skills and adherence to the ADK Program mission.
- Perform other related duties as assigned.

Summer (June-August – Minimum 40 hours a week)

- Coordinates logistical details for La Vida Adirondack summer programming:
 - Serves as primary emergency contact when the Director of Outdoor Education is not present at the Adirondack base camp.
 - Assist in supervising Trip Leaders (8-20 staff) and Base Camp staff (4-8 staff).
 - Assists with logistics and planning to include camping permits, service project coordination, trip itinerary design, trip leader pairings, and equipment management.
 - Assist with implementing program elements for College Expeditions

- Maintains operating standards within NY State Department of Health codes.
- Assists in the purchasing of food for base camp staff and expeditions.
- Assists transportation needs, including the use and care of Gordon College fleet vehicles.
- Perform other related duties as assigned.

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 in a related field. Prior experience in relevant Outdoor Education is preferred.
2. Abiding interest in students and a dedication to their development as whole beings, and an energetic commitment to improving their experience at Gordon.
3. 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: Wilderness First Responder, AMGA top-rope site management, Leave No Trace trainer.
4. Proficiency in teaching, creating, and executing wilderness training.
5. Skilled at interacting with a diversity of external constituents (parents, alumni, donors).
6. Calm under pressure and during crises, and able to direct teams during high stress periods to ensure the safety and wellbeing of participants and staff.
7. Collaborative style and sophistication in working with partners across multiple organizations and departments.
8. Experience facilitating reflection activities through briefing, debriefing, and processing.
9. Travel to and live at the Adirondack property for the duration of the summer program season. (Mid-May to end of August).
10. Personal experience in and an understanding of outdoor education, and the educational and Christian philosophy and objectives of outdoor education at Gordon.

Position Code: OED-ASTED-4

Grade: 5

FLSA Status: Exempt

Hiring Range: \$40,000 - \$48,000 annually

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.