

**The Outdoor Academy
Eagle's Nest Foundation
Backup Resident 2018
Job Announcement and Application**

Eagle's Nest Foundation is a non-profit organization dedicated to experiential education for young people promoting the natural world and the betterment of human character. Eagle's Nest sponsors three programs: Eagle's Nest Camp, a co-ed summer camp for children ages 6-17, Hante Adventures, an off-site adventure program for older campers, and The Outdoor Academy, a semester school for high-performing 10th grade students from across the country. The Outdoor Academy incorporates a college preparatory curriculum with environmental education, wilderness leadership, unique arts offerings, and regional studies in a small community setting. Up to 28 students from public and private schools attend our school in the mountains of North Carolina for one semester of their 10th grade year.

BACKGROUND

Backup Residents at The Outdoor Academy (OA) play a small but critical role in the effective functioning of our residential life program. During our full-time Residential Wilderness Faculty's time off on Tuesdays and Wednesdays, Backup Residents are responsible for the physical, emotional, and spiritual well-being of the students. They must communicate actively with Residents to maintain consistency in the OA residential life program, foster a safe and nurturing environment in student dorm spaces, and confidently deal with personal and interpersonal issues that arise amongst the students. Based on interest, experience, and staffing needs, Backup Residents might also have an opportunity to participate in OA's outdoor programming.

POSITION SUMMARY

The Backup Resident position is a part-time position from mid-August to mid-May, reporting to the Dean of Students and the Director of The Outdoor Academy. The Backup Resident will remain on campus for the duration of his or her shift, from approximately 5:00pm until 8:30am the following morning. The Backup Resident's primary duty is to ensure the safety and well-being of OA students by providing mature, responsible supervision.

RESPONSIBILITIES

General Residential Life Duties

1. Model positive community membership and help students to meet the expectations of the school as outlined in the student manual.
2. Actively communicate with the Dean of Students and the Residential Wilderness Faculty about any issues that arise during the shift so as to create continuity in information sharing and follow-through in student support.
3. Serve as an important support for students while maintaining appropriate boundaries.
4. Facilitate the evening and morning schedules

Dorm Life

1. Supervise dorms overnight, ensuring the safety and well-being of students.
2. Supervise morning cleanup and monitor overall cleanliness of the dorm spaces.
3. Work with students to positively and productively resolve conflicts and personal issues, and communicate such issues to supervisors.

Meals

1. Attend meals when on duty and prepare evening snack
2. Facilitate breakfast preparation
3. Supervise students after meals to ensure that kitchen and dining areas are properly cleaned, sanitized, and organized.

REQUIREMENTS

- Experience with teenagers in a residential setting
- A commitment to transformative outdoor experiential education
- BS or BA degree, preferred
- Current CPR and First Aid certification or higher
- Semester school or study-abroad experience at secondary or collegiate level desirable
- Background Check post job offer

COMPENSATION AND BENEFITS

Eagle's Nest provides flat daily rate, access to outdoor equipment pro deals, and food and lodging during shifts. Compensation for possible outdoor programming participation will be on a *per diem* basis. Specific benefits are outlined in the employment contract.

TO APPLY

Send work history/resume, cover letter, and application form (found at <http://www.enf.org/outdoor-academy/oa-employment/>) to hr@enf.org.

Attention: Andrea Haulk, Payroll & HR Manager

Eagle's Nest Foundation and Eagle's Nest Camp

43 Hart Road

Pisgah Forest, NC 28768

Email:hr@enf.org

www.enf.org

Eagle's Nest Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, disabling condition or sexual orientation.



BACK UP RESIDENT EMPLOYMENT APPLICATION

Name:		<input type="checkbox"/> Female	Date:
		<input type="checkbox"/> Male	
CURRENT ADDRESS		PERMANENT ADDRESS	
Street / PO Box:		Street / PO Box:	
City:		City:	
State:	Zip:	State:	Zip:
Home Phone:		Home Phone:	
Cell Phone:		E-mail:	
Driver's License State, Number, and Class:			

EDUCATION			
Schools and Colleges Attended	Major Subjects	Degree or current status	Years

EMPLOYMENT EXPERIENCE	
List most recent experience first	
Employer:	Dates:
Address:	
Position held:	Phone:
Supervisor:	Email:
Reason for Leaving:	
Employer:	Dates:
Address:	
Position held:	Phone:
Supervisor:	Email:
Reason for Leaving:	

Employer:	Dates:
Address:	
Position held:	Phone:
Reason for Leaving:	

PERSONAL REFERENCES
No relatives, please

Name:	Phone:
Relationship to applicant:	
Name:	Phone:
Relationship to applicant:	

LEADERSHIP/TEEN MENTORING EXPERIENCE

MEDICAL AND OTHER CERTIFICATIONS
CPR and First Aid are mandatory for back up residents. If you do not have these certifications, please indicate when you plan to obtain them. Copies of certifications must be sent to the office prior to starting work.

Check the appropriate boxes	Expires
<input type="checkbox"/> Basic First Aid	
<input type="checkbox"/> CPR	

Check the appropriate boxes	Expires
<input type="checkbox"/> Wilderness First Aid or higher	
<input type="checkbox"/> Other:	

SKILLS INVENTORY

Please indicate below your experience and comfort level with each of the following job functions:
1 = no prior experience; 4 = expert

TEEN MENTORING SKILLS	
	Large Group Overnight Supervision
	Group process/decision making
	Group games/initiatives
	Individual Coaching
	Positive Conflict Resolution
	Other:

TUTORING SKILLS			
	English		Languages
	Science		Crafts
	Math		Music
	Appalachian History		Other:
FOOD SERVICE			
	Cooking breakfast for small groups		Supervising kitchen clean up
	Supervising teens during meals		Preparing snacks

Please respond to the following questions on a separate sheet of paper:

1. Why would you like to work as a Back Up Resident at The Outdoor Academy?
2. Do you have experience working in a residential camp or educational setting? If yes, describe.
3. Describe any experience you have had mentoring teens.
4. Is there anything not included in your resume or application that you would like for us to know?

Have you ever been convicted of a moving violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the nature and date of the violation:	Have you ever been convicted of a criminal offense for which you could have received a sentence of jail time or imprisonment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the nature and date of the violation:

How did you learn about Eagle's Nest Foundation?

I understand that should an employment offer be extended and accepted, I will fully adhere to the policies of Eagle's Nest Foundation as outlined in the Employee Handbook and Staff Policies. I agree that before I arrive, I will have a physical exam by a physician and submit an Eagle's Nest Foundation medical form including immunization records before starting. I give Eagle's Nest Foundation the right to conduct a background check. I certify that the facts provided on this application are true and complete to the best of my knowledge and authorize Eagle's Nest Foundation to verify their accuracy and to obtain reference information on my work performance. I release Eagle's Nest Foundation from any/all liability of whatever kind and nature which could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts on this application shall be considered sufficient basis for dismissal.

Signed:

Date:

Eagle's Nest Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, disabling condition or sexual orientation.