

**Eagle's Nest Camp
Eagle's Nest Foundation
Assistant Camp Director
Job Announcement 2019**

BACKGROUND

Eagle's Nest Foundation is a 501c3 non-profit organization located in the Blue Ridge Mountains of North Carolina, focused on the mission of: *Experiential education for young people, promoting the natural world and the betterment of human character.*

The Assistant Camp Director's (ACD's) prime function is to work closely with the Camp Director to help create the vision for the continued development of Eagle's Nest Camp and Hante Adventures programs and to assist in ensuring the Eagle's Nest Foundation mission is central to the camp programs. The Assistant Director will also assist in the planning and implementation of long-range goals for Eagle's Nest Camp and Hante Adventures.

POSITION SUMMARY

The Assistant Camp Director (ACD) is a full time, year round, exempt position reporting to the Camp Director. The ACD will focus on the development and implementation of the wilderness programs (including Added Adventures and Hante Adventures) for Eagle's Nest Camp and will work closely with the Camp Director to help ensure the content and quality of the wilderness classes, related activities, and all logistics associated with running that program, including curriculum development and assistance with recruiting, hiring, training and mentoring staff.

The ACD shall serve as a member of the full time administrative leadership and will serve as a mentor and provide supervisory support (along with the Camp Director) for the Camp Program Managers. The ACD serves on the Administrative Council of Camp and oversees Risk Management for the Foundation, working closely with the Executive Director, Camp Director, Director of The Outdoor Academy and with the In-Camp Program Manager (ICPM) and the Outdoor Academy Outdoor Education Manager (OEM). This position is to serve the Foundation with primary responsibility to Eagle's Nest Camp.

SPECIFIC RESPONSIBILITIES

Outdoor Program Leadership and Support:

1. Create program design for all outdoor programs at Eagle's Nest Camp. This includes overseeing the creation and updating of curriculum guides and resources for all outdoor classes, Hante Adventures and Added Adventures.
2. Obtain and track all wilderness and river permits for Camp, Hante Adventures, Added Adventures, and The Outdoor Academy (OA), including but not limited to Pisgah National Forest, DuPont State Forest, Nantahala River, and any special Hante Adventures permits.
3. Manage wilderness program purchases, inventory, and upkeep of equipment/supplies. This includes all purchases for Hante Adventures, Added Adventures, and the Pack Out House (POH). Purchase wilderness program equipment for OA in coordination with the OEM.
4. In the summer, ACD will go out on climbing, paddling and wilderness classes periodically throughout the summer to observe, mentor, and assist with teaching.
5. As able, the ACD will periodically serve as an Added Adventure or Hante Adventure leader. Arrangements for serving as a leader of one of these trips will need to be a year in advance and will not happen every summer.
6. Set up summer camp program areas for outdoor classes (including boats, POH, climbing wall, etc.) including repairing and ordering equipment.
7. Oversee program content of all wilderness classes and assist counselors as needed with program design and safety.

8. Be responsible for all program inventories for wilderness classes, condition of equipment, storage of equipment, and condition of program areas.
9. Complete course debrief for all Hante Adventure and Added Adventure courses.

Risk Management:

1. Oversee the risk management for Eagle's Nest Foundation including the programs of Eagle's Nest Camp, Hante Adventures and The Outdoor Academy.
2. Manage ACA (American Camp Association) Documents and accreditation paperwork under supervision of the Camp Director. Ensure program/policy updates and follow ACA requirements.
3. Work with OEM to deliver consistent staff training between all ENF programs.
4. Oversee transfer of prescription medical supplies between programs (Epi, Inhalers, Rx Drugs) and the budgeting associated with all medical supplies. Work with the person hired to set up the Health Hut each summer, and with the camp and OA health staff to ensure all ACA and other health standards are met.
5. Organize and update Emergency Paperwork for On Campus Emergencies for Camp and ensure paperwork is changed between Camp and OA and back again.
6. Oversee training of Camp and Hante Adventure staff on risk management topics with the support of the ICPM. Ensure risk management training is consistent from Camp season to OA season.
7. Schedule and lead Risk Management Committee Meetings at close of OA and close of camp.
8. Dispense and maintain appropriate First Aid equipment for all Hante Adventure and Added Adventure programs. Work with medical staff to review medical forms, discuss first aid supply needs, etc. with trip leaders.
9. Coordinate all site safety management for Hante Adventure and Added Adventure groups.
10. Review all Hante Adventure and Added Adventure Incident and Accident forms, compile data and maintain incident files.
11. Be the "on call" person to troubleshoot situations that come up in the field for Hante Adventures and Added Adventures.
12. Review credentials for any public provider used for Hante Adventures or Added Adventure. Assist OEM with reviewing public providers for OA.
13. Stay current with industry standards in regards to safety for programs that Hante Adventures or Added Adventures run.
14. Track trends and make recommendations for improvement to Risk Management Committee. Oversee that changes are being made.
15. Maintain and periodically test Thorguard and Fire Alarm systems with Property Manager. Ensure training for all programs on protocols for when they are activated.
16. Oversee Climbing Tower inspections, repairs and safety management.
17. Oversee technology in the field research and implementation including emergency systems.
18. Provide oversight to the ICPM and OEM to develop driver training programs and vehicle risk management.

Hante Adventures and Added Adventures Course Logistics:

1. Develop itineraries and budgets for each Hante Adventure and Added Adventure trip. Secure all travel plans, lodging, transportation, camping reservations, permits, special equipment, mailings to participants, permission forms, passports etc. for all Hante and Added Adventure trips.
2. Coordinate all transportation needs for Hante Adventures and Added Adventures.
3. Coordinate and maintain program itineraries from staff and review all safety considerations before group departure.

Staff Support:

1. Assist Camp Director with the selection of Hante, Added Adventure and Wilderness Staff including Wilderness Logistics Coordinator. This includes reviewing staff from previous years and offering

suggestion for staffing in the early fall, assisting with follow up application review and secondary interviews with strong new applicants and providing Camp Director with recommendations for these positions.

2. Help create and maintain Hante Adventure and Added Adventure staff job descriptions with qualification guidelines.
3. Organize and instruct Hante Adventure clinic, working with clinic staff if applicable.
4. Hire clinic staff for rock climbing, paddling and Hante Adventure training clinics; oversee clinic schedules and their timeliness. Receive applications from all wilderness clinic staff. Complete reference checks for clinic staff. At the end of clinics, collect participant evaluations from each clinic leaders.
5. Conduct evaluations of Wilderness Activity Heads at least twice per summer. Facilitate co-instructor evaluations and peer evaluations. Help train staff on giving and receiving feedback.
6. Train and supervise the Wilderness Logistics Coordinator.
7. Complete staff evaluations for all Hante Adventure and Added Adventure staff at the completion of every program.
8. Complete staff evaluations for Climbing Director, Paddling Director and Wilderness Logistics Coordinator.
9. As a full time Camp Administrator, serve as a Rambler (on call person for the entire campus).

Budgeting:

1. Work with the Camp Director to build the program budget for wilderness needs, Hante Adventures and Added Adventures. Oversee those budgets.
2. Work with OEM to budget for outdoor programs and oversee those budgets.
3. Review and organize receipts and accounting for Hante Adventure Trip Expenses.
4. Train Hante Adventure and Added Adventure Staff on purchasing and accounting for trips. Review budget details with them.
5. Act as intermediary between trip staff and the business office, ensuring business office receives all trip finances in a clear, organized way, ensuring consistency between actual and recorded expenses.

Marketing Support:

1. Assist with some marketing of camp and wilderness programs at Eagle's Nest, including some travel for promotions to visit potential campers and staff members, making connections with outdoor programs, clubs, and schools and in other organizations.
2. Provide Hante Adventure updates to campers and parents during the session. Cross promote actively during camp program and at appropriate times during OA.

Pre-Camp Responsibilities:

1. Oversee the Pre-Camp period. Work with the OA Director and Property Manager to ensure a smooth transition of campus prior to the arrival of the Winston-Salem staff.
2. Organize the daily running of pre-camp activities with the support of the ICPM and the Camp Program Manager – Marketing.
3. Work with the PF Office Manager and ICPM to prepare housing, calendars, transportation, arrivals, pick-ups, welcoming and office communications.
4. Establish a professional environment for all clinic and work camp participants by educating staff, managing activities, and enforcing rules and regulations.

Outdoor Academy Support:

1. Work with OEM to create consistent ENF wilderness curriculum.
2. Coordinate with OEM for OA wilderness equipment needs.
3. Lead Trips for OA throughout the school year to ensure effective and consistent delivery of programming, to connect with students, and to observe field practices. This includes assisting with 2

Paddle Climb weekends for OA per year, Orientation Treks (3 days) each semester and one OA Trek (5 days) per year. Trips should be scheduled in coordination with the OEM and Camp Director.

Foundation Support:

1. Manage all off-campus trips during ENF Trustee/Rep Weekend, and assist the In-Camp Program Manager (ICPM) in coordination of other programming.
2. Oversee the pro-deal program for full-time and seasonal staff.

JOB SKILLS AND REQUIREMENTS

REQUIREMENTS

1. B.A. or B.S. in a related field, or prior work experience in education or outdoor leadership.
2. Experience with Risk Management
3. Experience with staff supervision and wilderness program logistics.
4. Wilderness First Responder required.
5. Experience working with and teaching students in experiential education, wilderness, or residential settings.
6. Well-developed planning and organizational skills, and clear driving record.
7. Strong public speaking capabilities and refined communication skills.
8. Enthusiasm for educational enrichment programming and holistic education.

PREFERED

1. Ability and interest to work in Microsoft Excel, PowerPoint and other basic computer programs.

WORK ENVIRONMENT AND SCHEDULE

1. The majority of work will be conducted on campus; however, off-site work in the outdoors leading children and teenagers and mentoring and supervising staff will occur throughout the summer camp session and the academic year. The ability to work long days in hot and/or cold environments and lift heavy gear and boxes is required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.
2. During the summer camp season, the ACD will be required to live on campus.
3. During the summer camp season, the ACD will need to be available throughout the day and night and will have one 24-hour day off a week and six 6-hour nights off per summer. From mid-August to early May, the ACD should be flexible to work some evenings and weekends as needed to fulfill program demands.

COMPENSATION AND BENEFITS

Salary (Yearly Contract), on-campus room and board mid-May through mid-August, contributory health insurance plan, retirement plans, paid time off, Camp and OA discounts for dependent children, pro-deals on gear, and outdoor leadership training. Specific benefits are outlined in the employment contract.

TO APPLY

Email resume and cover letter to Paige Lester-Niles, Camp Director at paige@enf.org.

Eagle's Nest Foundation and Eagle's Nest Camp

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www.enf.org

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