



*On The Edge Adventures*

## Program Director Job Description

### Job Overview:

The Program Director (PD) is responsible for the success of On The Edge Adventures (OTEA), the wilderness based arm of On The Edge Ministries (OTEM). The PD oversees ministry programming, logistical, and some of the business elements of OTEA to ensure the fulfillment of the mission.

### Key Areas of Responsibility:

- Equipment:
  - Organization
  - Purchases
  - Maintenance
- Fundraising:
  - Raise Personal Support to 100%
  - Help Executive Director or Development Director fundraise as needed.
- Staff:
  - Train Summer Staff
  - Staffing of Trips
  - Volunteers of OTEA
- Personal Development:
  - Stays up to date on current industry standards and certifications.
  - Attends nationally recognized workshops/courses to develop skills.
- Program:
  - Logistics- Food purchases and distribution.
  - Develops new program ideas as needed.
  - Oversees integration of programming/curriculum philosophy into trips.
  - Helps to develop Leadership Curriculum that we teach to our staff.
- Administrative:
  - Helps with Permit applications as needed by Executive Director.
  - Maintain accurate reports for each trip completed.
  - Helps recruit and hire new staff.
  - Maintains training calendars.
  - Helps plan and carry out staff retreats.
  - Part of OTEM's Management Team.
- Risk Management:
  - Responsible for carrying out of Policies and Procedures, and needed revisions thereof.

### Reports To:

- Executive Director

### Pay:

- \$40,000/year plus benefits. (To be self-raised through personally solicited donations.)
- \$1000/month will be raised by Development Director.\*

\*Tentative- this stipend has yet to be raised, and will only begin after the Development Director has raised the money.

**Additional Assignment & Duties:**

- Recruits, trains and assigns staff to trips.
- Assesses inter staff needs, and addresses needs.
- Carries out leadership development curriculum for summer staff.
- Recruits & organizes volunteers.
- Hires and fires staff as needed- jointly with Executive Director.

**Required Skills/Qualifications:**

- Extensive white water rafting experience.
  - The ability to successfully guide a class 4+ run.
  - The ability to train first year guides, and make them proficient to guide class 4 rapids.
  - Knowledge of or willingness to learn swiftwater rescue- SRT 1 Instructor level, and train first year guides in swiftwater rescue.
- Extensive rock climbing experience.
  - Ability to set anchors for a top rope system.
  - Ability to climb class 5.9 (top roped), or 5.7 (leading).
  - Ability to set up an institutional rappel, and safely talk a client over the edge.
  - Ability to teach basic rock climbing knots to first year guides.
  - Knowledge of basic cliff rescue.
  - AMA/AMGA credentials a plus.
- Extensive backcountry experience.
  - Knowledge of how to properly pack a backpack, and able to carry 50 lbs for 6 days.
  - Knowledge of backcountry travel, orienteering, and avalanche risk factors.
  - Knowledge of backcountry programming techniques.
  - Wilderness First Responder Certification.
  - Winter multi-day experience.
  - Mountaineering and rope travel experience a plus.
- Extensive facilitation experience.
  - Knowledge of current team building methods and models.
  - Ability to assess group dynamics, and apply initiatives to reach team goals.
  - Ability to train others basic facilitation skills and games.
- Caving experience preferred.
- Adequate Biblical and theological knowledge to clearly explain the central tenants of evangelical Christian beliefs.
- Must have a growing relationship with Jesus Christ, and agree with OTEM's Statement of Faith.

\*This job description may be changed from time to time as required by the needs of the employer and the job also includes such other acts, responsibilities, authority, or other things as are or may be necessary to fulfill the overall purpose of the job.