



## High School Outdoor Education Coordinator Job Description

**This is a .80 to 1 FTE exempt faculty position**

### **Summary:**

San Francisco Waldorf High School seeks an enthusiastic and experienced Outdoor Education Coordinator and trip leader for a position starting with the 2019-2020 school year. The right person will have extensive experience in leading adolescents on trips that are challenging both physically and mentally and will have a high degree of skill in managing experiential learning environments and Rites of Passage journeys. We are looking for a candidate who wants to be part of the life of a Waldorf faculty and work in a highly collaborative environment.

San Francisco Waldorf School is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class. We recognize that the range of ethnicities, nationalities, languages, socio-economic backgrounds, sexual orientation, learning differences, and life experiences within our community enhance the school's learning environment, and we are committed to fostering equity and inclusion. All minorities are encouraged to apply.

The candidate will have specific skills in outdoor trip leadership that include:

- Hiking
- Backpacking
- Naturalist skills
- Solo Experiences
- Facilitating adolescent group processing
- Program Oversight and Management including health and safety of students
- Staff Selection, Hiring and Supervision
- Transportation safety and procedures
- Equipment management and maintenance
- Curriculum development

**Responsibilities of the Outdoor Educator include, but are not limited to:**

- Scouting locations for all trips (4-5 day/3-4 overnight) for grades 8-12
- Booking sites for all trips

- Booking transportation for all trips (some in-house transportation is available)
- Purchasing food for all trips
- Leading all trips with teachers, parent volunteers and one assistant (34-40 days per year)
- Liaising with teachers to organize class groups into teams for trip tasks: set-up, cooking, clean-up etc.
- Part of the 9<sup>th</sup> grade Orientation team. Leading the hikes and nature part of the program
- Leading two periods weekly of OE activities as part of the PE program
- Member of the Safety Committee on the High School campus
- Class Sponsor and/or Academic Advisor

### **Qualifications**

- Bachelor's degree required
- Graduate degree preferred
- Experience planning/leading outdoor trips required
- Outdoor/Environmental/Nature Connection education teaching experience
- Waldorf Teacher Training preferred
- Significant experience working with teens
- Wilderness First Responder (or higher) certification
- Please list other areas of interest to offer to the high school curriculum

### **Benefits and Compensation:**

This is a .80 to 1 FTE position depending on the qualifications of the person we find. .80 to 1 FTE comes with full benefits including medical, dental, flexible spending plans, retirement plan (after one year), and tuition remission for eligible dependents. Salaries are paid on a 12-month schedule.

### **Physical Requirements and Work Environment:**

- Be able to occasionally lift up to 30 lbs.
- Work often in outside weather conditions, including heat and cold
- Regularly sitting or standing 4-8 hours

**FLSA Classification:** Faculty; Exempt from overtime

**Reports to:** High School Chair

**Hired by:** High School Steering Committee

**Date Modified:** February 2019

Please send resume and letter of interest to [jobs@sfwaldorf.org](mailto:jobs@sfwaldorf.org)