

## **Job Title: Adventure Program Instructor**

**Blue Sky Fund** is a local Richmond non-profit based in Church Hill. Our mission is to provide transformational experiences for Richmond area youth through outdoor education. We have two core program areas – academic and adventure. We are currently seeking several part-time Program Instructors to facilitate and lead our Outdoor Adventure Clubs during the 2023-2024 school year. For a more detailed description of our core programs, please visit our website [www.blueskyfund.org](http://www.blueskyfund.org).

The **Outdoor Adventure Clubs (OACs)** work with 5th through 8th grade students in the city of Richmond, primarily at Richmond Public School middle schools. During weekly or twice weekly meetings, participants learn and grow through various outdoor adventure activities including, but not limited to, rock climbing, canoeing, hiking, orienteering, geocaching, and overnight camping trips. While working on these hard skills, participants will also strengthen their resilience.

### **Qualifications:**

- A minimum of two years of relevant education or work experience
- Ability to communicate professionally, clearly, and effectively to students, parents, and partners
- Basic administrative skills including writing program debriefs, tracking attendance, creating flyers, managing paperwork and schedules
- Proficiency in one or more outdoor adventure activities (hiking, orienteering, rock climbing, canoeing, survival skills, geocaching, etc)
- Experience working with youth, preferably with middle school students
- Certification, or willingness to obtain certification, in CPR/AED and First Aid
- Experience with, or willingness to be trained on, driving a 14-passenger mini-bus

### **Job Responsibilities:**

- Co-lead adventure programs for 1-2 OACs per week
- Help design curriculum and lesson plans for assigned OACs
- Co-lead Saturday and overnight adventure trips as assigned
- Attend weekly Adventure Team meetings
- Participate in physical activities during adventure programs such as, but not limited to: rock climbing, hiking, swimming, paddling, lifting, playing games and sports
- Use gifts, strengths, and competencies in ways that enhance the overall success of the organization

### **Job Details:**

Training and programming run from September through early June. OACs typically meet for 1.5-2.5 hours on weekday afternoons. Working time is approximately 2:30-6:30pm, depending on the day and program. Weekly Adventure Team meetings are held on Fridays 2-4pm. This position can range from 8-24 hours/week; actual number of hours/week is determined by the number of assigned OACs, as well as assigned Saturday and overnight programs. Saturday and overnight (Friday afternoon to Saturday afternoon) programs are scheduled at the beginning of each semester in coordination with the Adventure Program Manager and Adventure Program Instructors.

Compensation is \$15/hour. Program instructors will receive an allotment of paid time off which can be used in the event that they are sick, and an allotment of paid time off which can be used in the event that they are required to quarantine after a COVID-19 exposure. Actual amount of PTO will be dependent on the number of assigned OACs.

**To apply:**

Please fill out an online application on our website: [www.blueskyfund.org/get-involved/employment](http://www.blueskyfund.org/get-involved/employment). If you have any questions, please contact Josh Bearman, Programs Director, via email at [josh@blueskyfund.org](mailto:josh@blueskyfund.org).

*Blue Sky Fund is committed to creating a diverse, inclusive, and equitable workplace in which all participants, employees, volunteers and supporters of all genders, races, ethnicities, national origins, ages, sexual orientations, identities, education levels, and abilities feel valued and respected.*