

## **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 urban youth through outdoor education. We have two core program areas – academic and adventure. We are currently seeking several Program Instructors to facilitate and lead our Outdoor Adventure Clubs during the 2018-2019 school year (Sept thru early June). For a more detailed description of our core programs, please visit our website [www.blueskyfund.org](http://www.blueskyfund.org).

### **Job Responsibilities:**

The responsibility of the Program Instructor position is to support and assist the Program Manager in planning and implementation of Blue Sky Fund Adventure programs, specifically:

- Help design curriculum and provide instruction for Outdoor Adventure Clubs (2-4 clubs/week)
- Assist in leading Saturday and overnight adventure trips as assigned
- Participate in physical activities during adventure programs such as (but not limited to): climbing, hiking, swimming, paddling, lifting, playing games and sports
- Use gifts, strengths, and competencies in ways that enhance the overall success of the organization

### **Qualifications:**

- General experience and passion for the outdoors required, advanced experience and/or certification in one or more areas strongly preferred: rock-climbing, canoeing, camping, outdoor survival skills, and/or backpacking
- Experience working with children required, experience working with middle school and high school ages in the outdoor setting strongly preferred
- Ability to communicate professionally, clearly, and effectively to parents and partners
- Basic administrative skills required: writing program debriefs, creating flyers, managing paperwork and schedules
- Required availability: 2-4 afternoons per week (Monday thru Thursday, approximately 2-6:30 pm depending on the day and Friday afternoons 2-4 pm for staff meetings), all day Saturday when assigned (minimum of 2 Saturdays/month), the ability to work 1 overnight camping trip per assigned club per semester. Additional availability for 1-2 weekday mornings a plus.
- CPR/AED, First Aid Certification required (can be obtained within 90 days of hire). Highly preferred: WFA, WFR, Lifeguard, ACA, SWR, LNT, PCIA Top Rope Instructor or AMGA equivalent
- Willingness to be trained on driving a 14 passenger Mini-bus. Previous experience with driving a Mini-bus or a current CDL a plus.

### **Job Details & Schedule:**

The Adventure Program Manager serves as the direct supervisor. Depending on schedule and availability, this position can range from 12-24 hours/week during the work week, plus regular weekend hours during the program season (September thru early December and mid-January thru early June). Specific schedule will be outlined during the interview process and agreed upon prior to accepting employment.

Compensation: \$12/hr

Preferred start date: late August or early September, can be flexible for the right candidate

### **To apply:**

Please email a resume, a cover letter or personal statement explaining why you are interested in and qualified for this opportunity, as well as contact information for two professional references to:

Amanda Payne, Operations Director, [amanda@blueskyfund.org](mailto:amanda@blueskyfund.org)