



Indiana University's Learning and Outdoor Center

PROFESSIONAL OUTDOOR INSTRUCTOR

Position Description:

This multi-faceted field position entails teaching, facilitating, and supporting our 5 programs at Bradford Woods: Environmental Education, Adventure Education, Therapeutic Recreation and Camping, Retreats and Client Services, and Equine Therapy. You will be expected to work in each of the programs as described:

- Teach Environmental Education modules based on established curriculum using an inquiry method, lead recreational activities, facilitate initiatives, and conduct evening activities during assigned Environmental Education programs.
- Facilitate ground-based initiatives and teambuilding activities that include ropes/challenge course elements, and conduct evening activities during assigned Adventure Education programs.
- Support and lead recreational programs for youth and adults with disabilities during assigned Therapeutic Recreation and Camping programs.
- Support welcoming and hosting retreats groups and those visiting Bradford Woods as part of a conference or workshop.
- Complete reports, schedules, lesson or program plans, and other paperwork as assigned in each area. Assist with inspection of cabins and program areas. Conduct ongoing equipment checks to insure optimal safety of staff and participants. Participate in property-wide work projects that will maintain, improve, and enhance the Bradford Woods facilities. Follow all policies and procedures regarding the use of elements, equipment, property and facilities as developed by Bradford Woods.

Breakdown of Duties and Responsibilities:

- 65% - Teach environmental education modules based on established curriculum to elementary and intermediate school students. Be an Environmental Explorer camp counselor during all or part of the 4 – week-long summer camps.
- 25% - Facilitate adventure education programs promoting teambuilding, leadership and personal development to youth, collegiate, and corporate groups.
- 10% - Other duties as assigned

Qualifications:

- Ability and desire to energetically teach, inspire and motivate people from all walks of life
- Ability and willingness to learn and master designated program areas
- Ability to work in a fast-paced environment for an extended time that can be emotionally and physically demanding
- Ability to work in a varied environment that may include extreme heat and cold, and other adverse weather conditions.
- Ability to stand, walk, hike on flat, hills, slope and uneven terrain.
- Ability and willingness to serve others, be a team player, and take on leadership roles and responsibilities

Knowledge and Skills Desired:

- University degree in outdoor, experiential, therapeutic recreation, education or related field
- Outdoor skills: Hiking, backpacking, caving, canoeing, climbing, observation of the natural environment and stopping for “teachable moments,” etc
- Experience facilitating personal and group development through initiatives and low/high challenge course events
- Experience teaching environmental education
- Experience in camp settings
- Experience working with both youth and adults in a learning environment
- Experience working with people with physical and developmental disabilities
- Wilderness First Aid, CPR/AED for the professional rescuer, lifeguard
- Drivers license

Stipend/Benefits:

- \$250.00 per week begins after comprehensive training
- World-class training provided by seasoned professionals
- Additional training may be available at discounted prices
 - Wilderness First Aid
 - Lifeguard
 - ACCT Practitioner Level I
- Shared housing and partial board (meals provided during program only)
- Staff uniform that includes long and short-sleeve T-Shirt
- Community Garden
- 2500 acres of property
- Discounted rates on facility rental
- Accident & illness insurance
- Workman’s Compensation
- Indiana University ID card for campus benefits

Position Details:

Outdoor Instructors are required to attend the entire training program with no exception. The stipend will be \$125/week for the duration of training with the full stipend starting thereafter. Shared housing is provided for the duration of employment, but private housing is unavailable for this position. Meals are provided only during program, i.e. while working with a program to which one has been assigned. Most meals will be provided during the training program, but some meals will still be the responsibility of the employee. Since Bradford Woods operates on a seven day per week schedule, days worked may vary. Holidays are unpaid days and Instructors will receive a deduction in pay during that time (i.e. Memorial Day, 4th of July, and Labor Day). Outdoor instructors should expect to work 50-60 hours/week on average and are exempt from overtime pay. As a University campus, Bradford Woods does not allow the storage or consumption of alcohol in shared housing. Smoking will be allowed near designated staff housing, but is otherwise prohibited throughout property.