



100 Elk Outdoor Center and Adventure Unlimited
Job Description
100 Elk Seasonal Lead Instructor

Report to: 100 Elk Directors

Season: Last week of March - First week of November 2023

Pay: \$15.50 -18/hour plus overtime (housing provided at \$25/week, meals provided during programming)

General Function: Serves as the 100 Elk Lead Instructor during the contracted dates, including staff training and oversight, safe program execution, coordination of logistics and tone-setting. Supports summer programs as needed - may include a role on the Summer Management Team during summer programming.

Characteristic/Essential Duties and Functions:

Support Management of Program (85%)

- Assists 100 Elk Directors with scheduling, staff oversight, ropes course facilitation, and execution of 100 Elk Programs.
- Helps develop and maintain 100 Elk program quality, content, and safety.
- Leads groups and activities and helps others grow in their leadership skills.
- Supports 100 Elk Staff specifically during training to ensure staff members are properly trained, supervises and evaluates staff during program activities.
- Acts as a “Lead Staff Member” who is available to support staff members throughout the season for both job related and personal related issues.
- Leads ropes course instruction including being a “lifeguard” at the ropes course when needed.
- Helps foster an environment for the staff and participants that helps 100 Elk reach the KPI goals.

Administrative (15%)

- Assists 100 Elk Directors in some administrative tasks.
- Supports directors in calculating and taking notes on evaluations from programs, tracking key results, and filling in post program notes with details and feedback for each program.
- Aids development and maintenance of efficient, effective administrative systems.

Spiritual and Ethical (100%)



- Supports the true purpose of 100 Elk, providing a spiritually grounded, secular programming atmosphere and great activities through which participants reveal the possibilities within.
- Contributes to an environment where participants, staff, and families feel loved and valued.

Education/Experience:

- Youth program operations leadership experience
- Camp or outdoor leadership experience
- Experience (personal or as a guide) in one or more outdoor adventure activities: mountaineering, low ropes challenge course, horsemanship, canoeing, or other.
- Strong competency in High Ropes Course training, managing, and rescuing.

Knowledge/Skills/Abilities:

- Devoted to the study and application of Christian Science.
- Enjoys working with children and participants of all ages
- Committed to secular 100 Elk programs and supporting Christian Science programming
- Excellent communication and organization skills
- Willing to live in a rural community
- Experience with giving and receiving feedback

Work Environment and Physical Demands:

This employee must meet physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. While performing the job duties, the employee is frequently required to stand: walk: sit: use hands and fingers, handle or feel: reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.