Tahoe Expedition Academy is seeking a full-time **Adventure Coordinator** to help us support, enhance and grow our adventure program. The School is looking to fill this position immediately.

Tahoe Expedition Academy was founded by a group of educators and parents seeking to create an adventure based, experiential learning school for children in the Lake Tahoe Basin. Our mission is to empower students to reach their full potential by cultivating intellectual growth, character and confidence through engaging academics and outdoor adventures. Our program combines high-level academics, character building and hands on-exploration and adventure. Currently, our school serves students from PreK to High School and we are part of the Expeditionary Learning Network.

**GENERAL RESPONSIBILITIES:**

Responsible for adventure planning, guiding field studies – daily, weekly, or for an extended period of time. Overnight stay on field studies and extended stay may also be required.

**Adventure Coordinator:**
- Work with teachers to bolster the adventure and character aspect of their culminating Peak Experiences, linking expeditions with adventure.
- Plan with teachers to create and implement the adventure-oriented lessons and logistics (for all relevant field studies) that teacher students (and teachers) skills needed to conduct fieldwork effectively and that provide an additional layer of safety and student management. This is super confusing for a posting - can this bullet point be scaled down?
- Backwards plan with teacher to create and implement the lessons/field work that teach students the skills that they would need on these peak experiences.
- Document the lessons created and input them into the School Wide scope and sequence adventure curriculum
- Partner with Crew leaders to create team-building experiences for students. For example, rope course element, crew challenges, etc.

**Field Study Guide:**
- Support fieldwork - local, regional, national and international
- Drive school bus as needed on field studies and serve as backup bus driver for home-to-school runs.

**Transportation:**
- Drive for field studies
- Drive to sports related events when available (Biathlon, skiing, etc.)
- Actively maintain CDL credentials by attending the necessary training and maintaining other necessary credentials. (Passenger endorsement, air brake endorsement, CPR first-aid)
• Keep all paperwork and logs updated. Provide transportation director all necessary documentation.

Risk Management and Training
• Update the Wilderness Adventure Manual. Train faculty and staff with procedures therein. Keep faculty and staff abreast to such updates
• Conduct risk assessments and reconnaissance for field studies
• Maintain and obtain all necessary and relevant certification through training and teaching. (WFR instructor, CPR instructor, NV paramedic, NV EMS instructor, AMGA SPI, ACA, SUP instructor, AVI Instructor
• Serve as OSIC (Off-site Incident Commander). Be available and on-call to support Crews who are in the field.
• Provide internal professional development training for faculty, staff, students, and per diem guides – such as medical training and hard skills training i.e. CPR, WFR, WFA, etc.
• Track current certification of all faculty and staff. Provide guidance and/or training and maintaining certification
• Review and debrief medical emergency responses and document them

Summer Camp:
• Support summer camp programs which are mutually agreed upon by the employee, the Activities Director and the Upper/Lower School Directors
• Work with Summer Camp director to develop summer camp programs and needs

QUALIFICATIONS:
• Bachelors Degree – Required
• WFR and other relevant certifications
• 5 or more years of experience in Risk Management and Outdoor Adventure Experience
• Possess a results-driven, organized; motivated self-starter with initiative, creativity and drive
• Wilderness First Responder and other relevant certifications
• Ability to articulate TEA’s compelling story to families and students

If interested, please submit a cover letter, resume, and three references to Ryan Aldrich, raldrich@tahoeexpeditionacademy.org.