

EMPLOYMENT OPPORTUNITY



A K-12 independent school

SEQUOYAH SCHOOL K-12

POSITION: Assistant Director of Field Studies (K-12)
Full-time, 10-month position (starts August 2019)

REPORTS TO: Director of Field Studies

JOB SUMMARY

The Assistant Director of Field Studies is responsible for supporting the design and implementation of a K-12 field studies program informed by the school's mission and educational philosophy. The Field Studies curriculum heavily integrates with classroom curricula and enhances the Sequoyah experience, intentionally leading students toward increased levels of responsibility, self-reliance, leadership, and an understanding of our world.

Sequoyah's Field Studies program begins in Kindergarten and continues through 12th grade, ranging from 3- to 10-day courses. We seek candidates who are committed to using the outdoors as a medium for teaching critical thinking and life skills, in addition to on-campus experiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the Director of Field studies in managing and running approximately 18 overnight trips each year, including acting as sole trip leader on 4-6 of these trips
- Enthusiasm for spending 60-75 days in the field annually
- Maintain a trip-ready inventory of gear, including tents, stoves, backpacks, kitchen equipment, etc.
- Facilitate and support the many logistics involved in running overnight trips, including food orders and packout, vehicle safety, itinerary development, land agency outreach, and clean up
- Support training of faculty and staff in becoming familiar with Sequoyah's overnight Field Studies programs
- Orient parent volunteer chaperones so they are well-acquainted with their roles and responsibilities while on a trip
- Oversee the work of vendors, outfitters, and outdoor education instructors
- Provide appropriate physical and emotional support and care for all trip participants
- Assure that students and their families are informed in advance about a trip's activities and educational purpose
- Design course handbooks and other curriculum packets
- Assure proper documentation of a trip, including proactive communication with parents before and after a trip
- Support Field Studies day trips
- Work with the Director of Field Studies and the Director of Curriculum and Student Support in developing integrated curriculum between classroom and field studies
- Collaborate effectively with members of the administration team in support of the goals of the field studies program
- Attend school faculty meetings, as needed, including risk management committee meetings
- Represent the school in its values and mission
- Perform other duties as assigned by the Director of Field Studies

REQUIRED QUALIFICATIONS & SKILLS

- 3-5+ years of experience organizing and leading outdoor education trips with youth
- Technical proficiency in backpacking, rock climbing, sea kayaking, and canoeing
- Current Wilderness First Responder (WFR) certification
- Strong risk management skills in a field and wilderness context
- Ability and desire to live in the Los Angeles area
- Outstanding interpersonal, organizational, and facilitation skills
- Detail-oriented, resourceful, and able to prepare multiple courses at the same time
- Proficient in Google Sheets, Docs, Forms, and in Microsoft Excel
- Ability to give and receive constructive feedback
- Ability to work in an intimate office and field environment
- Flexibility to adjust workday schedule to include some weekends and holidays
- Interest in committing to Sequoyah's Field Studies program for a minimum of 3-5 years

DESIRED QUALIFICATIONS & EXPERTISE

- Bachelor's degree, preferably in an outdoor-education related field
- Experience running international programs
- Conversational Spanish
- Prior experience designing curriculum for outdoor education programs
- Additional valid certifications: AMGA SPI, LNT Master Educator, WEMT, ACA or BCU Paddling
- Experience with permit applications, academic waivers, and Recreation.gov

Sequoyah School has a rich history of diversity and seeks candidates to enhance that tradition. Sequoyah offers competitive salary and benefits.

Interested candidates please send resume and completed [job application](#) to [Brian Eagen](#), Director of Field Studies. Use the title of this position as the "Subject" line.

For more information about Sequoyah School, please see our website – sequoyahschool.org