



P.O. Box 486 Arroyo Seco, New Mexico 87514 575-770-2391 www.fitaos.org

PROGRAM DIRECTOR JOB DESCRIPTION

About Field Institute of Taos: FITaos is a 501(c)3 nonprofit with a mission of providing active, hands-on, nature-based outdoor education & promoting healthy lifestyles. We have led programs and positively impacted thousands of children since 1996. Programs include summer, after school, school, community outreach, and special events. We believe all children need and deserve access to nature for play, learning, and healthy growth of mind and body.

Position Description: This new position will expand our leadership team and allow FITaos to continue to grow and thrive with an ultimate goal of expanded year-round outdoor education opportunities. The Program Director will develop, design, and deliver high-quality, mission-driven, hands-on outdoor education programs to children of all ages in the Taos area. The Program Director is responsible for overseeing FITaos programs, working with the Executive Director and other staff on projects, supporting field staff, and working in the field as a Lead Instructor.

The Program Director will:

- *Have high-energy and a passion for the outdoors, model a healthy lifestyle, and have the ability to inspire children,
- *Develop, facilitate, and manage engaging, quality outdoor programs with attention to safety and risk management using culturally sensitive and relevant methods and scientifically accurate information,
- *Work in alignment with FIT mission and goals to develop curriculum that incorporates fun, engaging activities demonstrating ecological concepts, natural history, group and self-efficacy building, physically appropriate challenge, development of leadership skills, outdoor recreation competencies, and social emotional learning concepts,
- *Be creative and have the desire to work hard and make a difference.

SALARY, HOURS and BENEFITS: Full time with hours and schedule varying seasonally. This is a salaried position starting at \$40,000 plus 100% coverage of health insurance for employee. Eligible for year-end bonus based on performance. 4 weeks paid time off during off-season. Occasional weekend, overnight, and multi-day work required. Remote work and flexible hours possible for a portion of off-season. Approximately 50% field and 50% office, varying greatly seasonally.

REQUIRED QUALIFICATIONS:

- *5+ years of experience working with children of all ages and diverse backgrounds in outdoor/experiential settings
- *Experience designing and implementing outdoor education programs
- *Degree in environmental education, natural science, outdoor recreation or related field, or equivalent experience
- *Must be fully vaccinated against COVID-19
- *Medical training minimum of Wilderness Advanced First Aid (Wilderness First Responder preferred)
- *Applicants must be at least 25 years of age, possess a valid driver's license, and have an insurable driving record
- *Pre-employment background check is required

REQUIRED KNOWLEDGE and SKILLS:

- *Strong verbal and written communication skills
- *Proficient in Google Drive and Microsoft Office with the ability to learn new cloud-based programs
- *Excellent attention to detail and ability to organize and prioritize tasks and meet deadlines
- *Reliable and trustworthy with a strong work ethic, sense of humor, and ability to listen
- *Maintain a positive attitude in challenging situations; Recognize and respond effectively to emergency situations
- *Comfortable giving and receiving feedback
- *Commitment to equity and inclusion and creating a positive community work culture for staff and participants
- *Ability to interact with integrity and professionalism with staff, campers, parents, and community

- *Flexibility, adaptability, and capacity to work with a team as well as independently in a changing work environment
- *Maintain positive organization reputation with partners, families, and community
- *Familiarity with local trails and ecosystems
- *Knowledge of and sensitivity to local community and cultures

ROLES AND RESPONSIBILITIES:

CURRICULUM AND PROGRAM DESIGN

- *Work with Executive Director and other staff to determine goals for FIT's outdoor education programs
- *Partner with teachers, schools, and community groups to identify and meet their educational goals
- *Design and write standards-correlated curriculum for students in grades K-12 to be taught by FIT educators; working with other staff team members when applicable
- *Design and write curriculum for out of school time programs such as after school clubs, summer camps, outreach events, and teacher professional development
- *With other FIT staff, plan a yearly calendar of offerings for teachers and schools, promote this to teachers and schools, and schedule lessons, field trips, and on-campus visits
- *Share, train, and support FIT educators on curriculum for each program
- *With the Executive Director and staff, develop protocols and tools to evaluate education programming

COORDINATION, COMMUNITY OUTREACH, AND INSTRUCTION

- *With other FIT educators, teach high-quality programs to students in grades K-12 in the Taos area and throughout Northern New Mexico
- *Work with the Executive Director, staff, and educators to develop a variety of projects and programs with local education institutions and community organizations
- *Attend and provide activities and staff for community outreach and fundraising events
- *Assist with hiring Lead Instructors and scheduling to make sure all programs are covered
- *Work to enhance, create, maintain, and grow robust partnerships with schools and community organizations in the Taos area. Develop and implement impactful programs (schedule, contract, invoice, communications)
- *Monitor and coordinate timely completion of program activity reporting by staff
- *Acquire, organize, maintain necessary supplies and materials for programs
- *Consistently provide friendly, courteous, respectful service including building and maintaining healthy professional relationships with participants, parents, teachers, staff, and the community
- *Develop and implement Staff and Youth Leader training (with Executive Director and staff support)
- *Support various special projects, as needed
- *Uphold FITaos mission, vision, policies, and procedures by creating and maintaining a healthy, supportive staff culture and help resolve any issues that arise
- *Support the proper care and maintenance of FIT property and gear
- *Work in the field in summer, school, after school programs and community events
- *Work with Executive Director to stay current, implement, and evaluate risk management plans and enforce policies and procedures critical to the safety and well-being of program participants and staff as well as to protect and preserve the lands we utilize for programming
- *Other duties, as assigned
- *Job description may be modified, as needed

PHYSICAL REQUIREMENTS: Ability to work full days outdoors in variable weather conditions, hike up to 8 miles a day on uneven surfaces, lift and carry up to 50 pounds, work up to 8 hours at a desk, talk on a phone, use a computer.

FITaos is an equal opportunity employer that does not discriminate on the basis of race, color, religion, gender, age, national origin, marital status, sexual orientation, or disability. We welcome and encourage applicants that help us achieve a workforce with a diversity of backgrounds, experiences, perspectives, and skills.

To apply: Download an application at <https://www.fitaos.org/who-we-are/available-positions/> and submit it, along with a resume and cover letter to: Susie Fiore, Executive Director, at info@fitaos.org or mail to: PO Box 486 Arroyo Seco, NM 87514

We will be accepting applications until we find the right person for the job.