



Job Title: REACH for Nature Site Leader

Status: Part-Time

Summary: Coordinate and facilitate after school sessions, recruit students, and lead trips for the REACH for Nature afterschool program in partnership with Indianapolis Public Schools.

Essential Duties and Responsibilities:

- Lead programs for Camptown partner organizations, including REACH for Nature after school clubs and other Camptown adventures as needed
- Adapt program curriculum to meet the needs of program partners and provide feedback to Program Director and Senior Program Manager
- Promote Camptown programs & develop new contacts for future programs
- Schedule sessions, trips, and guest speakers for your school sites
- Ensure program outlines, expedition reports, and leader summaries are completed for each program
- Foster relationships with existing schools and program partners and respond to requests in a timely fashion
- Maintain attendance, demographic, and evaluation information at all assigned program sites
- Track completion of goals and objectives vs. expected outcomes for all groups and students
- Coordinate equipment for Camptown trips, including checking-in and cleaning equipment after use

Supervisory Responsibilities: This position supervises volunteers, site support staff, and youth leaders.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: High school diploma or GED is required. A secondary degree in a related field is preferred. Wilderness First Aid or Responder will be required (training provided). Experience in outdoor related activities is highly desirable.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee must be able to walk distances of ten miles in a day carrying a backpack weighing 1/3 of their body weight. Walking and climbing difficult terrain are required. Vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other requirements: A valid Indiana driver's license with a good driving history is required. Ability to obtain a For-Hire Endorsement on license. Complete successful criminal background check and drug testing.

Additional duties or job functions (safety is relative unless defined) may be required as deemed necessary by the Executive Director.

Employee Signature: _____ Date: _____