

Colorado Mountain College
Position Description

Title: Program Director, Wellness, Outdoor Studies, and Wilderness
FLSA Classification: Exempt
Hiring Salary: \$91,747.64 - \$101,941.82

Primary Responsibility

The Program Director is responsible for the administration and leadership of the Physical Education (PED), Outdoor Education (OUT), Outdoor Recreational Leadership (ORL), Ski Area Operations (SAO), Avalanche Science (Avi Sci), and Wilderness First Responder (WFR) programs. This Program Director will also advise on coursework supporting the Outdoor Recreational Management (ORM) minor and Wilderness aspects intersecting with other programs, such as, Wilderness EMS and Wilderness Medicine.

The program provides instructional and administrative leadership and support to the assigned program areas college-wide. This position recruits, supervises, contracts, orients and evaluates full-time instructors; schedules courses; teaches classes; manages all aspects of the program budgets to comply with CMC standards; attends program advisory committee meetings for the disciplines, engages in outreach, marketing, & recruiting activities, and coordinates program and discipline assessment. The program director also serves as a liaison with relevant external agencies in the CMC service area to ensure compliance with regulatory matters and ensures the programs meet the needs of the communities served.

This position reports to the Dean of Nursing, Health Sciences, Public Safety, Wellness, and Outdoor Studies and works collaboratively with campus academic and student affairs leaders.

This program director is a year round administrative, non-faculty, staff position with teaching responsibilities. The incumbent must be qualified to be credentialed to teach in the assigned areas, however, is not assigned a faculty rank.

Pre-requisites for Position (Qualifications Standards)

Qualified candidates must be credentialed to teach, or eligible to be credentialed to teach, in one or more of the programs overseen (PED, OUT, ORL, SAO, Avi Sci). Examples of ideal qualifications may include a wide variety of specialized certifications and proficiencies in these areas, such as professional experience in the disciplines, Wilderness First or other emergency response certifications, experience with permitting processes, outdoor education gear and risk management.

A minimum of a Master's Degree in Outdoor Recreation, Environmental Education or related field, or a Master's Degree with a minimum of 18 graduate credits in Outdoor Recreation or related field is

required. Minimum of one-year full time teaching experience required, or equivalent as adjunct. At least 100 documented field days leading adventure education experience in a variety of terrain and conditions. Wilderness First Responder & CPR certified.

Ability to be credentialed to teach course including but not limited to: OUT Orientation Courses, OUT 221 – Top rope climbing with a single pitch instructor certification, OUT 210 Kayak Touring Leadership, OUT 244 – Wilderness First Responder, OUT 135 – Risk Management for Outdoor Professionals, PHI – 218 Environmental Ethics (preferred).

Higher education teaching experience is preferred. A candidate with full time higher education teaching experience is preferred.

Specific skills and experience must match College credentialing requirements for one or more of the programs overseen, as determined by Academic Affairs. Experience in program administration, staff and budget management, permitting, and risk management essential.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

This is a year round staff position with teaching responsibilities. Percentages noted below represent anticipated averages.

Program oversight and administration (60%): Leadership of assigned programs along with general administration/oversight of assigned areas and functions.

1. Recruit, hire, orient, supervise, evaluate, and train full-time instructors in the disciplines.
2. Support all instructors in establishing an effective instructional environment that accommodates diverse learning styles and promote inclusion of diverse groups.
3. Collaborate with Student Affairs in support of students in the programs.
4. Review courses schedules for college-wise consistency as needed.
5. Advise students.
6. Program Administration
 - a. Ensure all programs, services, and functions comply with federal, state, and local agencies, other regulatory agencies, and CMC policies and procedures.
 - b. Coordinate with campuses to develop, implement, program and provide guidance on resources needs, ensuring consistent of tolls and equipment as necessary across the college for these disciplines.

- c. Establish and maintain records that include rosters, attendance records, lesson plans, source material, instructor files, instructor course evaluations, and risk management plans.
 - d. Attend professional conferences, meetings, and workshops to stay current on program issues and curricula.
 - e. Prepare all necessary internal and external reports to maintain accreditation and meet standards of program operation.
 - f. Oversee permitting, risk management, equipment and gear needs for assigned areas.
 - g. Assist in identification and implementation of outside funding sources such as preparing/writing grant proposals and managing compliance and reporting.
 - h. Provide oversight and mentoring of subordinate staff
7. Community/Agency Relationships
 - a. Ensure campuses plan and regularly schedule meetings of the program advisory boards per CMC program requirements. Attend meetings.
 - b. Develop and maintain relationships with all appropriate local, state, and national agencies and organizations.
 8. Outreach
 - a. Develop and implement marketing/recruiting plans for the programs.
 - b. Promote the instructional programs to high school students, civic organizations, businesses, and other organizations.
 9. Perform other duties as assigned in the management of the program

Teaching/Faculty (40%)

This position will be expected to have teaching responsibilities at approximately 40% of the regular full-time faculty load, up to 12 credit hours per academic year.

Teaching responsibilities expected of all faculty include; teaching course load as assigned, evaluate courses and assess student learning, meet established course, program and learning outcomes, comply with guidelines and policies, maintain office hours per established standards, develop rapport with students, assist with and participate in advising, orientation and registration activities.

CMC Faculty are expected to engage in scholarly and creative activities that enhance discipline expertise and enhance learning. Service activities such as campus and college committees, participate in relevant projects, mentor peers, participate in and assist with assessment activities, program review, student organization, recruiting and retention.

Supervision Received

This position works under the general direction of the appropriate academic leader in collaboration with campus leadership and other instructional administrators.

Supervisory Responsibility

This position supports adjunct faculty in collaboration with campus instructional leadership and supervises full-time faculty within these disciplines with the support of School Deans. The position may supervise staff positions and/or student employees.

Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This position requires travel within and outside the CMC district. Work is often outside the standard work day and may include evenings and weekends. Position requires a valid Colorado driver license and ability/approval to operate college vehicles, including high occupancy (HOV) vehicles at times.

Working Conditions

May require varying work schedule, including evening and weekend hours, exposure to inclement weather and other potentially hazardous working conditions in OUT, SAO, and PED environments. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This position requires constant standing and/or walking; sitting and driving; frequent climbing and balancing; constant stooping, kneeling, bending; frequent squatting, crawling, pushing/pulling; constant handling objects, reaching with hands/arms, using finger movements; frequent lifting, carrying, pushing/pulling up to 50 lbs., and frequently to occasionally more than 100 lbs.; ordinary talking, hearing and vision capabilities; frequent reading/comprehending, writing and performing calculations; constant communicating orally, reasoning and analyzing; exposure to hazardous conditions, outdoor weather conditions, work with specialized equipment, risk of electrical shock; and occasional vibration; and loud noise. Work is performed using a computer and a variety of professional equipment, driving a vehicle and motorized equipment daily.

HR Reference Information:	
Position group and code:	304310
Date of review:	07.01.2021

110.112136

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.