

Colorado Mountain College
Position Description

Title: Program Coordinator, Avalanche and Outdoor Studies, Collegewide
FLSA Classification: Exempt
Hiring Salary: \$76,925.92 - \$85,473.24

Primary Responsibility

The Program Coordinator is responsible for the administration and leadership of the Avalanche Science (ASP/SAO), Physical Education (PED), Outdoor Education (OE/OUT), Outdoor Recreational Leadership (ORL), Outdoor Recreational Management (ORM), and OUT embedded certification courses, e.g., Wilderness First Responder (WFR). Under the supervision of the Dean of Allied Health, Public Safety, Wellness and Outdoor Studies, the Program Coordinator of Avalanche and Outdoor Studies is responsible for providing general oversight of program offerings at multiple campuses, to include responsibility for structured guidance around consistency of practices in risk management in the outdoor instructional space(s) across the college.

The program coordinator provides instructional and administrative leadership and support to the assigned program areas college wide. This position assists (as needed) with recruiting, contracting, orientations, and evaluations of instructors; facilitates with the instructional design of schedules for courses; curriculum and catalog updates; works with faculty across the college to ensure consistency of curricular and learning outcomes for students; manages all aspects of the program budgets to comply with CMC standards; attends program advisory committee meetings for the disciplines, and coordinates program and discipline assessment. In conjunction with college leadership and designated campus VPs, the program coordinator 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.

With regard to instructional risk management practices, this position will be responsible for developing, evaluating, and maintaining consistent risk management policies and procedures, in conjunction with the Risk Management office, faculty, and instructional leadership across the college. Risk Management duties for Avalanche Science and Outdoor Studies courses will include identifying, measuring, and making decisions on operational risks. They will also be responsible for analyzing, developing, and maintaining contingency plans to deal with emergencies in the instructional spaces across the Avalanche, Wellness, and Outdoor Studies programming.

This program coordinator is a year-round administrative, non-faculty, staff position. 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, ORM, 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 Responder 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, Outdoor Leadership, Environmental Education or related field, or a Master's Degree with a minimum of 18 graduate credits in Outdoor Education 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.

Higher education teaching and administration or outdoor risk management experience is preferred. A candidate with full-time higher education teaching experience is preferred. Preference given for avalanche certifications and experience.

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

1. Program Administration

- a. Coordinates program in compliance with college, state, and national expectations.
- b. Ensures consistency and integrity of the program curriculum.
- c. Assists with the management of program review process to include curriculum, contracts, accreditation standards, applications, renewals, annual reporting, and assessment.
- d. Works closely with local Assistant Deans of Instruction to ensure requirement of running Avalanche Science (ASP/SAO), Physical Education (PED), Outdoor Education (OE/OUT), Outdoor Recreational Leadership (ORL), Outdoor Recreational Management (ORM), and OUT embedded certification courses, e.g., Wilderness First Responder (WFR); programs are adequately accommodated in campus budget.
- e. Ensures quality and consistency of program delivery by collaborating with School Dean and ADI, sharing local exemplar practices.

- f. Manages the curriculum library for discipline.
 - g. Organizes regular (every semester at a minimum) meetings with outdoor studies faculty and other CMC staff.
 - h. Ensure all programs, services, and functions comply with federal, state, and local agencies, other regulatory agencies, and CMC policies and procedures.
 - i. Coordinate with campuses to develop, implement, program, and provide guidance on resources needs, ensuring consistent tools and equipment as necessary across the college for these disciplines.
 - j. Support all instructors in establishing an effective instructional environment that accommodates diverse learning styles and promotes inclusion of diverse groups.
 - k. Collaborate with Student Affairs in support of students in the programs.
 - l. Review courses schedules for college-wise consistency as needed.
 - m. Establish and maintain records that include rosters, attendance records, lesson plans, source material, instructor files, instructor course evaluations, and risk management plans.
 - n. Attend professional conferences, meetings, and workshops to stay current on program issues and curricula.
 - o. Prepare all necessary internal and external reports to maintain accreditation and meet standards of program operation.
 - p. Assist in identification and implementation of outside funding sources such as preparing/writing grant proposals and managing compliance and reporting.
 - q. Provide oversight and mentoring of subordinate staff.
2. Oversees risk management practices.
 - a. Develop and maintain relevant credentialing and training plans for instructional efficacy and consistency in high-risk disciplines.
 - b. Recommend ways to control or reduce risk.
 - c. Analyze areas of potential risk to the assets or success of organizations.
 - d. Document, and ensure communication of, key risks.
 - e. Maintain input or data quality of risk management systems.
 - f. Evaluate the risks related to green investments, such as renewable energy company stocks.
 - g. Gather risk-related data from internal or external resources.
 - h. Meet regularly with campus outdoor programming faculty and staff to ensure consistency of risk management practices is assessed for effectiveness and that standards in risk management practices are regularly communicated.
 - i. Member of the college-wide Risk Management Advisory Committee (RMAC)
 3. In partnership with campuses, participates in program advisory committee and Discipline team meetings.
 4. Assists campus ADIs with recruiting, orientation, evaluation, and training of instructors and outdoor technicians and managers in the program.
 5. Support all instructors in establishing an effective classroom instructional environment that accommodates diverse learning styles and promote inclusion from culturally diverse groups.
 6. Collaborate with Student Affairs in support of students in the programs.
 7. Coordinate course schedules in collaboration with campus Assistant Dean of Instruction.
 8. Advise students.

9. 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.

10. Teaching

- a. This position may include limited teaching as needed to support any direct instruction, team-teaching, mentoring, and vacancies in the Avalanche & Outdoor Studies programs. Additional compensation for teaching will be provided per CMC's adjunct and exempt pay practices.

11. Perform other duties as assigned in the management of the program.

Supervision Received

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

Supervisory Responsibility

This position supports adjunct and full-time faculty in collaboration with campus instructional leadership and 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

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-

employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

HR Reference Information:	
Position group and code:	<i>304310/75%</i>
BLS SOC	<i>11-9033</i>
Cornerstone ID	<i>PCAOS</i>
Date of review:	<i>07.21.2023</i>

110.94020.56

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.