
JOB SUMMARY

The Rites of passage Field Manager is in charge of leading the daily operations of Rites of passage courses, managing Field Staff's job performance and work schedules, and facilitating field-focused training sessions. This role is at the center of the program, as every other position will have daily or weekly contact with the Field Manager. This position requires a person that can multi-task, be well organized, and have the ability to work well under pressure. Management of people is the key aspect of the Field Manager's job, and communication skills must be efficient and effective. The Field Manager will work both in the office setting and in the field. It is essential that the Field Manager have the ability to work well with people, enjoy problem solving, and have a solid foundation of wilderness expedition skills.

ESSENTIAL FUNCTIONS

Lead the operations of the Risk Management program including educating, training and holding all levels of staff accountable to high safety standards.

Manage and maintain the implementation of all field related Policies and Procedures.

Model and train effective wilderness educator skills to developing Field Staff.

Lead post-course performance evaluations with Field Staff.

Visit course groups regularly to provide support, address needs and manage risk.

Manage the "on-call" schedule and respond to field emergencies as needed.

Attend weekly Leadership Team and Logistics Team meetings and participate in team decisions and operations.

Recruit Field Staff and manage the application and interviewing process.

Facilitate skills-based trainings with Field Staff, including the annual Instructor Training and bi-weekly pre-course trainings.

Direct supervisor of all Field Staff.

Network with industry professionals at conferences, business meetings, and scheduled site visits.

JOB REQUIREMENTS AND QUALIFICATIONS

1. Education and Training

- Bachelor's degree in a human and health services field preferred, but not required.
- Must have training in wilderness medicine and have wilderness program management experience.

2. Licenses and Certifications

- Must have a current Wilderness First Responder certification or equivalent.
- Wilderness EMT certification is preferred, but not required.

3. Knowledge and Experience

- Must have at least 2 years experience working in the outdoor industry.
- Must have extensive backpacking, outdoor living.
- Must have the ability to work well under pressure and be well organized to manage people effectively.

OTHER JOB REQUIREMENTS

- Must have the ability to maintain good working relationships with clients, employees, and industry professionals.
- Must have effective oral and written communication skills and be able to articulate thoughts and ideas to others.
- Must have the ability to maintain confidentiality of files and other documents.
- Must be able to work with money and cash receipts and keep up-to-date expense records.
- Must dress in a professional manner.
- Must have a valid driver's license and good driving record.
- Must have a demonstrated record of good work attendance and reliability.
- Must be flexible in work habits and work schedule.
- This position requires a professional demeanor and an orientation toward excellent client services.

SPECIAL INFORMATION

Extensive Travel Required

Must be willing and able to drive long distances to travel to course areas. Driving days can range between 1 - 10 hours.. In addition, the Field Manager may be required to hike in to meet with groups with a backpack weighing up to 70 pounds. Inclement weather is common in the Olympic National Park. National Park and can be hazardous at times.

At-Risk Teen Population

Rites of passage serves a struggling, at-risk teen population. Working directly with an at-risk teen can be unpredictable at times and Field Staff must be willing to take risks associated with working with this population in a wilderness environment. These risks can be further discussed and evaluated with program administration.

WORK SCHEDULE

Rites of Passage Northwest (NW), Washington, operates from April through September each year.

The Schedule

The Field Manager has a schedule that flexes around need but typically is based on a Monday - Friday, 9am to 5pm, availability. It is common for Field Managers to work long and irregular hours while facilitating visits to the field.