



## APOGEE ADVENTURES ASSISTANT DIRECTOR POSITION DESCRIPTION

Apogee Adventures is seeking a full-time Assistant Director to manage trip logistics, participate in administrative projects, engage in student recruitment and marketing, staff recruitment, and training, assist with forms oversight, organize gear, and participate in other projects as needed.

### About Apogee

Apogee offers outdoor adventure travel to teens and young adults. We provide students with well-designed hiking, biking, community service, writing, photography, and language programs to spectacular locations throughout the United States, Canada, Europe, and Caribbean.

We travel in small, supportive, co-ed groups led by dynamic, responsible, and well-trained leaders. In this nurturing and wholesome environment, students learn about themselves and others through physical challenge and volunteer work. Traveling by their own power, students will achieve new heights. Apogee's primary goals are for students to have fun, form lasting friendships, and to develop strong values.

We want our students to return home with a sense of accomplishment and self-confidence that carries over into all aspects of life.

### About the Position

**Job Title:** Assistant Director

**Reports To:** Associate Director(s) / Director(s)

**Location:** Brunswick, Maine (with occasional seasonal travel)

**Term:** While open-ended and at-will, this should be considered a two-year position, starting on or around November 1, 2021, though the start date could be flexible, including short term remote work.

**Compensation:** Competitive salaried position, specific salary will depend on experience, with a step-up in the second year of employment, generous paid time off policy, and eligible to elect between monthly health stipend or participate in Apogee's health insurance program.

**Position Objective:** This Assistant Director will be responsible for managing trip and program logistics, and will participate in Apogee administration, student recruitment and marketing, staff recruitment and training, forms oversight, and gear organization. This position is also responsible for working closely with other Assistant Directors and Directors on any of the aforementioned and more. This position and these responsibilities all contribute to Apogee's goals as both a company and a community - including business longevity and continuity, company and talent development, and customer satisfaction.

## Qualifications

- Education & Experience
  - Age 21 or older
  - Bachelor's Degree
  - Previous Apogee staff experience preferred but not necessary
  - Valid Driver's License
  - Currently hold or willing and able to obtain certifications in Wilderness First Aid or Wilderness First Responder
- Skills
  - Interpersonal competency and emotional maturity
  - Excellent analysis, decision-making, and stress-management
  - Outstanding written and verbal communication skills
  - Highly organized and outstanding attention to detail
  - Excellent initiative and follow-through
  - Willingness to engage with and advance Apogee's DEI initiatives
  - Technology fluency - proficiency with spreadsheets, databases, data analysis, and Google suite, especially Drive, Docs, Calendar, Forms, and Sheets
  - Nuanced understanding of and dedication to Apogee's values, culture, and goals
  - Please click [here](#) to review the Essential Eligibility Criteria for this position

## Job Duties & Responsibilities

The percentages below are approximate and are likely to vary depending on the season. We can provide more information regarding any of the responsibilities below - please just ask!

55% - Managing trip logistics for assigned itineraries (likely 5-8 itineraries)

15% - Administrative assistance (primarily processing student forms and seasonal staff applications)

15% - Staff Training and Summer Responsibilities - includes preparing for staff training and being reactive and flexible during the summer season

10% - Coordinating and traveling for student and seasonal staff recruitment

5% - Gear Work

## Application Overview

Applicants are welcome to apply for the position between August 17 and September 24, 2021.

Applications will not be accepted after noon on Friday, September 24, 2021. Application materials consist of:

- 1) Current resume;
- 2) Cover letter;
- 3) Current contact information for three recent references that includes the reference's name, position, and their professional relationship to you;
- 4) Apogee's Assistant Director Application Questionnaire (available [here](#)).

Please complete our online questionnaire, and email your resume and references to Apogee at [staff@apogeeadventures.com](mailto:staff@apogeeadventures.com). Applications will be reviewed on a rolling basis, with online interviews offered to select candidates. Please direct any questions to Chad Olcott at 207-725-7025 or [chad@apogeeadventures.com](mailto:chad@apogeeadventures.com).

Apogee provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, gender identity, national origin, age, disability, or genetics. We especially encourage Black, Indigenous, people of color, and those from other underrepresented groups to apply.