



APOGEE ADVENTURES ASSISTANT DIRECTOR POSITION DESCRIPTION

Apogee Adventures is seeking two full-time Assistant Directors to start in the fall of 2023 or early winter of 2024. These positions would be responsible for managing trip logistics, participating in staff recruitment and training, contributing to administrative projects, assisting with student and family communication, marketing, gear organization, and other projects as needed.

About Apogee

Apogee offers summer outdoor adventure programs to teenagers. We provide students with well-designed hiking, biking, community service, writing, and photography programs varying in length from one to four weeks in spectacular locations throughout the United States, Canada, Europe, and Latin America.

Apogee's primary goals are for students to experience a strong sense of community, build their confidence, and gain a greater appreciation for the outdoors. We want our students to return home with a sense of accomplishment and self-confidence that carries over into all aspects of life - and we strive for our seasonal and full-time staff to gain as much from these experiences as our students.

Assistant Director 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!

50% - Trip Specialist Responsibilities:

- Trip Logistics: managing assigned trips (likely 5-7 itineraries), including acquiring necessary permits, making campground reservations, coordinating with third-party outfitters, opportunity for yearly trip scouting opportunities, preparing trip notes, etc.
- Trip-Specific Family Communications: prepare paperwork and reference documents for families and regular communications with families enrolled in Trip Specialist's assigned programs.

25% - Seasonal Staff Recruitment: On-campus recruiting, in-person and virtual interviews, reference calls, etc.

20% - Miscellaneous – Marketing, Staff Training, and Additional Summer Responsibilities:

- Off-season (September-May): work with prospective and enrolled families, potential travel for student recruiting purposes.
- Summer Season (June-August): assist with seasonal staff training, supervision of seasonal staff assigned to Trip Specialist's programs, occasional on-call phone responsibilities, communications with enrolled families, and miscellaneous administrative and operations projects.

5% - Gear work: clean, repair, inventory, and prepare program equipment.

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 October 15, 2023, or January 15, 2024. The start dates could be flexible and could include short-term remote work.

Compensation: First-year salary of \$48,000 and second-year salary of \$53,000, a generous paid time-off policy, and other benefits (including a cell phone stipend and wellness stipend).



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
- Demonstrable 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 Diversity, Equity, and Inclusion initiatives
 - Technology fluency - proficiency with spreadsheets, data analysis, Microsoft Office, and Google Suite
 - Nuanced understanding of and dedication to Apogee's values, culture, and goals
 - Please click [here](#) to review the Essential Eligibility Criteria for this position

Application Overview

Application Materials

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

Please complete our online questionnaire and email your resume, cover letter, and references to Apogee at staff@apogeeadventures.com.

Application Timeline

- 1) The application will remain open until both positions are filled.

Please direct any questions to Jack Messerly at 207-725-7025 or jack@apogeeadventures.com.

Apogee provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, gender identity, national origin, age, or disability.