



**H. E. BUTT
FOUNDATION**

Position Profile

Outdoor School Intern

(Revision Date: 11/01/2018)

POSITION SUMMARY

The Outdoor School Intern will support the Outdoor School Program leadership to oversee and equip all Foundation camping programs and groups with the structure required to provide high-quality outdoor experiences.

PROGRAM MISSION STATEMENT

The Outdoor School partners with central Texas schools in providing transformative outdoor experiences that promote both adventure and the enhancement of healthy relationships within communities.

ORGANIZATIONAL VALUES

Rooted in our Christian faith, daily work reflects the Values of Teamwork and Unity, Quality, Stewardship, Service and Hospitality, Trust, Honesty and Truthfulness, and Flexibility and Learning.

DUTIES AND RESPONSIBILITIES

- Communicate Outdoor School (OS) program mission and vision across the Foundation and throughout constituency.
- Participate in the shared component of the Internship Program.
 - Be committed to learning about yourself, your vocation, and the integration of your faith in all areas of your life.
 - Anticipate professional growth in leadership alongside spiritual growth and character development.
- Assist as assigned in the delivery of the OS experience.
 - Support the preparation of all OS activity equipment/program vehicles/people-hauling trailers.
 - Assist as assigned in the oversight of bus and school personnel drop-off and parking.
 - Assist as assigned in providing high levels of hospitality throughout retreat.
- Participate as assigned in the orientation and welcoming of OS guests to provide all relevant safety and operational information, to include:
 - Whole group (student, parent, staff) orientation, adult/chaperone orientation, and management of large group student activity/game.

- Participate as assigned in the inspection of all Canyon High Rope elements, equipment, and hardware, to include:
 - Daily inspections of pre-activity facilitation.
 - Monthly inspections/document updates in SharePoint immediately post-inspection.
 - Communicate any potential issues to OS Program Coordinator, Operations Coordinator, or Senior Director immediately.
- Assist as assigned in the maintenance, movement, storage, and inventory protocols for all OS equipment, to include:
 - High Ropes equipment/hardware, mountain bikes, kayaks/SUPs, archery equipment, angling equipment, GPS/cache locations, water study equipment, “People-Hauling” trailers, etc.
 - Support the preparation and provision of all equipment (listed above) prior to Camping Program retreats as assigned.
- Fully support the delivery of, and provide emergency response during Adventure Recreation activity facilitation (LLYC, LLFC, and LL):
 - Provide Adventure Recreation activity set-up, facilitation, emergency response, and take-down.
- Assist with administrative tasks as assigned, to include:
 - School communications, maintaining constituent statistical data, and other supporting tasks as needed.
- Coordinate thorough checkouts with each OS retreat group to include:
 - Cabin, kitchen, and Ranch House (swept, mopped, and surfaces cleaned).
 - Common spaces are free of trash.
 - Trash trailers, recycling cans, and trash cans are emptied to dumpsters.
 - Report maintenance concerns to Canyon Operations.
- Assist with OS program purchasing as assigned.
 - Provide receipt documentation to OS Senior Director.
- Attend Continuing Education/ Professional Development opportunities when appropriate:
 - High Ropes, Wilderness First Aid, Lifeguarding, Outdoor Education Activity Facilitation.

QUALIFICATIONS

- High School diploma required, bachelor’s degree preferred.
- Previous work experience in Outdoor Education or Adventure Recreation preferred.
- Experience which supports the ability to participate in a leadership development program.

COMPETENCIES

- Highly skilled in group facilitation and instruction.
- The ability to model servant leadership.
- Expert in the Outdoor Adventure Recreation industry and aligned activities.
- Energetic and engaging approach to relational connection with both staff and guests.
- Relational intelligence to maintain productive, effective, and professional relationships with all Foundation programs and guests.

PHYSICAL REQUIREMENTS

- Ability to lift and carry equipment and supplies weighing up to 50 pounds.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing throughout the day.
- Ability to perform high rope activities and perform maintenance.

WORK ENVIRONMENT

- Ability to lead a wide variety of activities in an outdoor environment and at varying heights.
- Ability to work outside on uneven terrain and in varying weather and environmental conditions.
- Ability to work varying schedules based on camping program needs, including some weekends.

REPORTING RELATIONSHIPS

- This position reports directly to the Outdoor School Senior Director.

PIVOTAL RELATIONSHIPS

- Media and Communications Team—communicate about Outdoor School needs.
- Executive Director of CRM—keep updated on numbers and demographics of OS groups.
- Canyon Operations Team—communicate about OS schedule and maintenance requirements.