



## **JOB DESCRIPTION** **Outdoor Education Coordinator**

**JOB TITLE:** Outdoor Education Coordinator

**REPORTING TO:** Director – Hanifl Centre

**COLLABORATES WITH:** Head of the Early Years, Middle Years and Upper Years; Director Of Teaching and Learning, fellow faculty; dorm parents; advisors; and staff members.

### **PURPOSE OF THE JOB:**

- The Outdoor Education Coordinator's primary task is to connect Woodstock School with the Hanifl Centre. Through coordination and development at a practical level, the Outdoor Education Coordinator is responsible for these areas:
  - *Outdoor Learning* - Integrating WS academic content with the outdoor environment
  - *Hanifl Centre Learning* – to instruct and develop external Hanifl Centre programmes.
  - *Outdoor Enrichment* – to initiate, develop and instruct areas of traditional outdoor education as part of the WS enrichment program that focus on hard skill and personal and social development.
  - Any other responsibilities as required by the Director- Hanifl Centre
- In both pastoral and professional ways, to model Woodstock School's [\*Desired Learning Outcomes\*](#) by teaching in a way which [\*Elicits Greatness\*](#) and make decisions in accordance with our [\*Guiding Principles\*](#)

### **DUTIES AND RESPONSIBILITIES:**

To achieve the above goals, the Outdoor Education Coordinator will also work closely with the academic division heads.

### **AREAS OF DUTY & RESPONSIBILITY**

- 1) Outdoor Learning - Integrating WS academic content with the outdoor environment
  - Ensure that the outdoor component of the Student Learning Action Plan is being implemented and developed accordingly.
  - Integrate outdoor learning substantively into the teaching of each academic discipline and at every grade level
  - Plan and implement Activity Week in consultation and coordination with the academic division heads
  - Enhance the Activity Week program by creating explicit tie-ins to the academic curriculum across grade levels
  - Plan and implement the Outdoor Learning Weekend and ensure that projects have explicit links to academic content.
- 2) Hanifl Centre Learning – to instruct and develop external Hanifl Centre programmes



- Have an active role in the instruction and development of outdoor based programmes as part of the external Hanifl Centre activity
  - Ensure that significant external partnerships are maintained and the needs of both the Hanifl Centre and the external partnerships are reviewed annually
- 3) Outdoor Enrichment – to initiate, develop and instruct areas of traditional outdoor education as part of the WS enrichment program, that focus on hard skill and personal and social development.
- Design and implement extended expeditions and workshops in the outdoors over quarter break periods.
  - Manage the indoor climbing facility, staff input and develop programmes that coincide with the enrichment structure
  - Coordinate the hiking programme and ensure that suitable risk management strategies are in place
  - Be responsible for creating at least one outdoor service project that spans the course of an enrichment cycle each semester
- 4) Other duties
- Ensure that outdoor education and outdoor learning are given visibility across the extended school community through use of the website and other mediums

Teachers at Woodstock School are expected to:

- Participate in orientation and professional development days at the beginning and end of each semester
- Chaperone or lead field trips during [Activity Week](#)
- Plan and provide teaching and learning classes and activities appropriate to the needs of our international student body and in conformity with the Woodstock School curriculum, preferred teaching strategies, and classroom environment guidelines
- Contribute to the enrichment activities that are an essential part of learning in an international boarding school
- Accept and support Woodstock School's inclusive [Religious Life Policy](#)
- Contribute to school committees and staff meetings
- Participate in the life and work of the Woodstock School community
- Participate in annual evaluation and professional growth, taking full advantage of professional development opportunities

#### **SKILLS AND QUALIFICATIONS REQUIRED:**

- Experience in outdoor education; particularly in a mountain setting
  - Experience in working with children in the 8-18 age group
  - Graduate degree in either education, or science
  - Wilderness First Responder or above
  - Flexible working hours and the ability to work as a team player
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# Woodstock School

**PREFERRED QUALITIES AND QUALIFICATIONS:**

- International experience in a multi-cultural environment
- At least three years of experience in a comparable international school

**APPLICATION DEADLINE:** On Rolling Basis

**HIRING PROCESS:**

- Interested applicants should apply through <https://my.hirehive.io/woodstock-school>
- Shortlisted candidates will be interviewed by the hiring committee via Skype/Zoom

**JOINING DATE:** Immediate, as soon as possible

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