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## LEAD STAFF JOB DESCRIPTION

First Descents (FD) is a nonprofit that provides life changing outdoor adventures for young adults (ages 18-39) impacted by cancer. In 2019, First Descents plans to put on 150 programs. In order to achieve this goal, FD is looking to bring on 10-15 additional on-the-ground facilitators (AKA: Lead Staff) for the 2019 season in various locations throughout the US. Lead Staff will be expected to work 4-10 programs throughout the year.

Lead Staff will report to the Global Experience Developer, and ultimately the Director of Programs. They will work in close coordination with the Programs Team at FD's Headquarters (FDHQ) for general instruction, scheduling, program logistics, risk management, coordination etc.

### RESPONSIBILITIES:

#### Facilitation & Logistics:

- Lead or co-lead a participant group of up to 15 young adults impacted by cancer (note: not all programs will have two Lead Staff assigned)
- Ensure that the First Descents Experience is delivered effectively, reliably, and consistently
- Organize on-site programming, including, but not limited to: on-site group logistics and transportation, traditions and ceremonies, group discussions, daily team debrief meetings, volunteer management
- Act as the on-the-ground point of contact between FDHQ and third-party vendors (outfitters, lodge owners/managers, vehicle rental companies, etc.)
- Work in close coordination with chef/s for meals; purchase food and prepare meals when chefs are not available at a program

#### Safety:

- Ensure the physical and emotional safety of all participants, volunteers, and staff
- Quickly and effectively address medical issues and emergencies as they arise, if and when necessary and communicate incidents to HQ
- Ensure adherence to FD's risk management policies and procedures

#### Administrative:

- Complete all necessary reporting back to FDHQ in a timely manner – including, but not limited to: program recaps, participant and volunteer surveys, incident reports, expense reports, etc.
- Maintain the highest level of confidentiality and professionalism in regards to participant information
- Other duties, as assigned

### REQUIREMENTS:

- Must be 21 years of age or older
- Demonstrated outdoor group facilitation, guiding, and/or leadership experience with a hands-on, open, and participatory leadership style
- Skillset to gain immediate credibility and ability to command respect from others – possess influential, diplomatic, and motivation skills in order to work effectively with participants, volunteers, and staff
- Passion for First Descents' mission and a deep commitment to those impacted by cancer
- Current minimum of Wilderness First Aid (WFA) – Wilderness First Responder (WFR) preferred – achieved prior to April 22<sup>nd</sup>, 2019
- Must be sufficiently fit to participate in all duties as assigned and maintain ample energy and focus to aid participants, volunteers, and staff
- Valid Driver's License and ability to pass motor vehicle background check

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#### – MISSION –

*First Descents provides life-changing outdoor adventures for young adults impacted by cancer.*

- Ability to frequently move gear and supplies weighing up to 50 pounds in and out of vehicles and around location sites

#### **GEOGRAPHY:**

First Descents currently runs programs in over 20 states across the country. Lead Staff may be based anywhere in the continental United States and will be expected to travel to various locations (travel costs will be covered by FD). Ideal candidates are based within 50 miles of one of FD's [Local Adventure Communities](#): Austin, Boston, Charlotte, Chicago, Cleveland, DC-Baltimore, Denver, Los Angeles, Minneapolis, New York City, Orlando, Portland, Salt Lake City, San Diego, San Francisco, and Seattle, as well as other locations, including Houston, Phoenix, Atlanta, Detroit, Oklahoma City, and Bentonville.

#### **TIME & COMMITMENT:**

Lead Staff must be on-site at the location at all times during a program (i.e. overnight). All food and lodging will be covered by FD throughout the duration of the program.

##### **Sample Minimum Schedule Commitment for 2019:**

- Weeklong orientation in Colorado in late April and four multi-day programs (usually Thursday-Sunday) throughout the US between May and November
- Weeklong orientation in Colorado in late April, two weeklong programs, and two to three multi-day programs (usually Thursday-Sunday) throughout the US between May and November

#### **TERM:**

This position is a contract role. The term will commence on **4/1/2019** and go through **12/31/2019**.

#### **APPLY:**

To get started, send your resume as well as a great cover letter to [leadstaff.jobs@firstdescents.org](mailto:leadstaff.jobs@firstdescents.org). We want to get to know the real you and why you would be a great addition to our team – be sure to let this shine through on your cover letter.