

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resource Department

909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource
Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

APPLY ONLINE AT:
<http://oneida-nsn.gov>

POSITION TITLE: Adventure Instructor
POSITION NUMBER: 02368
DEPARTMENT: Experiential & Adventures
LOCATION: 2640 West Point Rd, Green Bay, WI
DIVISION: Governmental Services
RESPONSIBLE TO: Ropes Course Supervisor
SALARY: NE11 \$16.14/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: March 14, 2016
CLOSING DATE: Until Filled
Transfer Deadline: March 21, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under direct supervision of the Ropes Course Supervisor, facilitate the ropes course, canoe, kayak, and other Adventure programs that are therapeutic, recreational, corporate, and leadership/team building based. Work a flexible schedule to include evenings and weekends based upon scheduling needs. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Perform all technical and mechanical aspects of Ropes Course regarding set up; take down, and safety practices.
2. Teach and facilitate group curriculum on Ropes Course as scheduled. This includes Therapeutic, Educational, and Corporate clients.
3. Develop programming as a means to help clients reach goals and objectives, individualizing programming as needed.
4. Provide leadership and role modeling incorporating group dynamics into the processing of group activities with goals and objectives in mind.
5. Demonstrate professionalism in all aspects of Adventure, Experiential learning and Ropes Challenge Course use and management per Policy and Procedure manual.
6. Participate, coordinate, teach and facilitate the adventure-programming curriculum as assigned by supervisor and follow policies and procedures of said programs.
7. Participate and assist in the short and long range departmental planning, developing, organizing, and coordinating of wellness activities, events and programs.
8. Maintain records and prepare reports, correspondence, narratives, statistical reports, and other tribal documents.
9. Maintain equipment to include inspecting equipment and replacing faulty equipment.

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DUTIES & RESPONSIBILITIES:(Cont.)

10. Assist in the supervision of other core areas including school based programs, special events, family and youth adventure experiences, kayak, canoe, outdoor experiences, and personal development/wellness programs. Become cross trained in all areas of the Experiential Education Program.
11. Enforce all rules and regulations as established by the Experiential Education and Adventure Department pertaining to program and participants.
12. Lead/guide and transport youth to events as program design may dictate.
13. Lock up and secures the facility at closing.
14. Attend all mandatory in-services.
15. Monitor customer satisfaction through a Continuous Improvement Process and Team Facilitation.
16. Contribute to a team effort and accomplish related results.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
19. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, bend/stoop, squat, crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push, pull carry and lift up to seventy-four (74) pounds; carry and lift one hundred pounds (100) with assistance. Specific eye and body coordination is required.
2. Work is generally performed in an outdoor setting with a moderate noise level. Employee is exposed to water, heat, cold, sun exposure, and other outdoor elements.
3. Must complete a Self Disclosing Physical Questionnaire prior to employment.
4. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of Ropes Course Construction and Maintenance.
2. Knowledge and experience in planning and leading adventure trips in areas of canoeing, rock climbing, caving, backpacking, cross-country skiing, snowshoeing, and camping.
3. Knowledge and experience in developing teaching manuals, curriculum and program development.
4. Knowledge of experiential safety standards.
5. Skills in group dynamics, psychosocial behavioral methodology, team dynamics, and motivational technique for a variety of clientele both youth and adults.
6. Skill in written communication.
7. Skill in operating computer and various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Ability to work flexible hours including evenings and weekends based upon scheduling needs.
9. Ability to effectively work with youth, adults, families, and the community involved in the adventure and experiential programs.
10. Ability to be dependable, mature, possess initiative, self motivated, and able to work with minimal supervision.
11. Ability and willingness to obtain Ropes Course Lead, Paddling Lead, Medical First Responder or Wilderness First Aid Certification within a time period approved by the supervisor. Must maintain certification as a condition of employment.
12. Must possess or be willing to complete CPR & Basic First Aid and Life Guard Trainer Certification within six (6) months of employment and annually thereafter.
13. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

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STANDARD QUALIFICATIONS:(Cont.)

17. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
18. Must have a valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Wilderness First Responder.
2. American Canoe Association (ACA) or British Canoe Union (BCU) Kayak Instructor.
3. Climbing Instructor Certification.
4. Skill and experience in nature program curriculum, team development experience, mindful and wellness programming

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. A Bachelor's degree in Experiential Education, Education, Recreation Therapy, Occupational Therapy, School Counseling, or closely related field with one (1) year experience working in a therapeutic, educational and/or corporate setting facilitating groups to adults/youth and/or equivalent combination of education and experience.
2. Certification in ROPES Course Operation, ROPES Course Policy & Procedure Safety and Training through an accredited agency (must maintain yearly renewal) or pass a skills test administered at the Oneida Experiential and Adventures.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certifications upon employment.**