



PERIMETER SCHOOL
DIRECTOR OF ADVENTURE
Job Description

DEPARTMENT: Perimeter School
REPORTS TO: Elementary Principal
DIRECT REPORTS: Adventure Program Instructors, Adventure Program Assistants
POSITION TYPE: Full Time, Exempt

PURPOSE: The purpose of this job is to direct and plan the Adventure Program including schedules, daily plans, projects, long-term goals, budget, purchasing and supplies.

RESPONSIBILITIES:

- Create and implement monthly classroom activities and atmosphere
- Oversee daily Adventure Program operations
- Supervise and oversee Adventure Program staff
- Communicate with Adventure parents (email, phone calls, letters)
- Communicate with Elementary Principal and School Administrative Team as needed
- Work closely with Admissions Team during school enrollment period
- Establish and maintain budget

COMPETENCIES:

- Communications – ability to communicate effectively with coworkers, faculty, staff, parents, and students – maintaining caring yet professional image and utilizing effective writing skills
- Managing – able to establish procedures and clear expectations of students in the classroom
- Planning – able to create and implement a variety of activities and hand crafts for the varying ages
- Administration – Attention to detail on all correspondence and communication
- Policies and Procedures – Ability to adhere to school and church policies and procedures

REQUIREMENTS:

- 4-year college degree in education, child development or similar
- Experience teaching in large classroom with children of varying age and stage preferred
- Strong leadership skills
- Proficient in Microsoft suite skills

Employee Signature

Date

Supervisor Signature

Date

Human Resource Signature

Date