



## Job Description

**Job Title:** Assistant Director of Teambuilding and Experiential Education

**Company:** Hale Education

**Location:** Westwood, MA (with some travel in the Greater Boston Area)

**Job Type:** Full-time, Exempt, Year-round

**Salary:** \$50,000–\$60,000

### About Hale Education:

*Hale believes nature, education, and recreation inspire us to learn, empower us to lead, and challenge us all to create a world in which people, place, and purpose are united.*

For over a century, Hale has been a cornerstone of the Greater Boston community, offering transformative outdoor learning and recreational experiences. Situated on over 1,200 acres of forests, ponds, and meadows in Dover and Westwood, MA, Hale provides a unique environment where people of all ages can learn, grow, and connect. At Hale, we are committed to equity, inclusion, diversity, and justice, both individually and within our vibrant community. If you are passionate about experiential education and the power of the outdoors, Hale offers an inspiring and dynamic place to work.

### Job Summary:

Hale Education is seeking a dynamic and experienced Assistant Director of Teambuilding and Experiential Education (TEL). This role is integral to the success of our TEL programs, involving assisting in leading all programs and taking primary responsibility for managing all challenge course operations. This includes inventory management, licensing, inspections, purchases, and repairs across our Cat Rock, Powissett, and South Beach challenge courses. The Assistant Director will also oversee all overnight programs, vacation camp programs, and manage the summer camp challenge course staff. A key aspect of this role involves creating and running programs with smaller staff teams (6 or fewer) and supporting and leading programs.

## **Key Responsibilities:**

- **Challenge Course Operations:**
  - Oversee all aspects of management for Hale Education's three challenge courses.
  - Coordinate with Hale's ACCT Preferred Vendor Member (currently Projects Adventure) for annual inspections, repairs, and new builds.
  - Submit all necessary documentation to the state of MA for annual challenge course licensing.
  - Manage the seasonal opening and closing of challenge courses, including equipment inventory and repairs.
  - Inspect gear regularly, ensure safe working conditions, and order equipment as needed.
- **Programming:**
  - In collaboration with the Director of TEL, oversee all TEL programming.
  - Manage all programs with 6 or fewer facilitators, all overnight programs, and the summer camp challenge course team.
  - Serve as a Level 2 rescue support for all programs, ensuring emergency preparedness on the challenge course.
  - Manage all vacation camp programs and staff throughout the school year.
  - Work in schools to lead grant programming.
  - Serve as a facilitator in groups as needed.
- **Administrative & Leadership:**
  - Assist the Director in analyzing the department's financial and program budget to ensure spending is within approved limits.
  - Collaborate with the Sales & Administrative Manager to recruit new clients and staff; manage the program sales process from initial contact through payment and evaluation using Salesforce.
  - Review bi-weekly payroll for accuracy and budgetary compliance.
  - Provide marketing updates, communication, and program opportunities to the Marketing & Communications Team.
  - Assist with required staff trainings and handbook development.
  - Support Hale's public programs and all-staff events.
  - Order additional water jugs for all of Hale.
- **Organizational & Professional Standards:**
  - Maintain a professional appearance and attire as provided by Hale.
  - Uphold the core values of Hale Education, Inc.
  - Commit to and actively work towards equity, inclusion, diversity, and justice.

- Create and maintain a reputation for credibility, integrity, and fairness.
- Professionally represent Hale Education in all interactions.
- Collaborate effectively with additional staff members as needed.
- Perform other duties as requested.

### **Supervisory Responsibilities:**

Directly supervise 5–10 employees, including Vacation Camp Staff and Summer Camp Challenge Course Staff. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **What You'll Bring (Qualifications):**

- High School diploma or GED.
- Four to six years of related experience and/or training; or an equivalent combination of education and experience.
- **Certificates and Licenses:**
  - Level 2 Challenge Course Practitioner Training (or equivalent/higher).
  - Challenge Course Manager Certification (or ability to obtain).
  - Current CPR and First Aid certifications.
- **Computer Skills:** Proficiency in Microsoft Word, Google Docs, Microsoft Excel, Paychex systems (or similar payroll software), Google Apps, Zoom/Teams, Salesforce, and Email.
- **Knowledge, Skills, and Abilities:**
  - Proven leadership skills and staff management experience.
  - Strong critical thinking and problem-solving abilities.
  - Experience with emergency assistance and risk management in an outdoor setting.
  - Project management and meeting facilitation skills.
  - Experience with budget development and analysis.
  - Team development and programming experience, with a focus on challenge courses.
  - Excellent interpersonal, verbal, and written communication skills.
  - Exceptional accuracy and attention to detail.
  - A high degree of professionalism and strong time management skills.

### **Physical Demands & Work Environment:**

- This role requires regular standing, walking, climbing, hiking, use of hands, reaching, balancing, and talking/hearing. Frequent sitting is also involved. Occasional stopping, kneeling, crouching, and crawling may be necessary.
- Must be able to regularly lift and/or move up to 60 pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work is performed primarily outdoors in varied New England weather conditions, including hot and humid summers and cold winters.
- The position is based primarily at Hale Education in Westwood, MA, with some travel to partner schools in the Greater Boston area.

### **Compensation & Benefits:**

This is a full-time, exempt, year-round position. The salary for this role is **\$50,000–\$60,000** annually.

In addition, employees are eligible to participate in a robust benefits program including:

- Health and dental insurance
- Annual cost of living increases
- 403b retirement plan with employer matching
- Employer-sponsored long- and short-term disability benefits
- Life insurance
- Employee assistance program
- A competitive Paid Time Off (PTO) plan including holidays, sick time, vacation time, personal days, and a week of closure between Christmas and New Year's holidays.

### **To Apply:**

Interested candidates are invited to email a resumé and cover letter to: Sue Crumbaker [scrumbaker@hale.education](mailto:scrumbaker@hale.education)

**Hale Education is an Equal Opportunity Employer.** We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on merit, qualifications, and business needs.

*Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential*

*functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*