

**Summary**

The Adventure Program Coordinator is responsible for planning, organizing, and leading outdoor and adventure-based programs. This role requires a passion for outdoor education, risk management expertise, and the ability to inspire and engage participants in adventure activities that promote leadership, teamwork, and personal growth. All learning at TIS is guided by our Learning Principles.

**TIS Learning Principles**

- Learning involves individual choice, autonomy and agency.
- Learning is a process of inquiry, feedback and reflection in authentic contexts.
- Learning is enhanced through individual and community relationships.
- Learning is enhanced in a physical environment that is safe, welcoming, adaptable and inspiring.
- Learning transcends disciplines.
- Learning is essential to the creation of a better world.

**Essential Duties and Responsibilities****Program Development & Implementation:**

- Design and coordinate adventure-based programs, including but not limited to hiking, camping, rock climbing, kayaking, skiing, and team-building activities.
- Develop age-appropriate and skill-level-appropriate adventure experiences for diverse participant groups.
- Ensure that all activities align with the organization's educational goals and safety standards.

**Risk Management & Safety Compliance:**

- Implement and oversee safety protocols and emergency procedures for all adventure activities.
- Conduct thorough risk assessments before each program and ensure all equipment meets safety standards.
- Train staff and participants in safety procedures, including first aid and wilderness survival skills.

**Logistics & Administration:**

- Manage scheduling, budgeting, and resource allocation for all adventure programs.
- Maintain accurate records of participant progress, incident reports, and program evaluations.
- Coordinate transportation, permits, and accommodations for off-site adventure trips.

**Community Engagement & Partnerships:**

- Build relationships with outdoor organizations, vendors, and local authorities to enhance program offerings.
- Promote adventure programs through social media, marketing, outreach, and community engagement efforts.
- Collaborate with schools, camps, and corporate groups to develop customized adventure experiences.

**Preferred Skills:**

- Technical proficiency in outdoor adventure activities (e.g., rock climbing, kayaking, hiking, skiing, backpacking, diving).
- Knowledge of environmental conservation and Leave No Trace principles.
- Experience working with diverse age groups and ability levels.
- Familiarity with outdoor gear maintenance and repair.
- Proficient English, Russian and Ozbek language both written and verbal.

**Physical Requirements:**

- Ability to lift and carry equipment up to 40 pounds.
- Comfortable working in various weather conditions and challenging terrains.
- Capability to lead strenuous physical activities, including long hikes and water-based adventures.

**Minimum Qualification**

- Bachelor's degree in Outdoor Education, Recreation Management, Environmental Science, or a related field (preferred).
- Minimum of 2 years of experience in outdoor education, adventure programming, or a similar role.
- Certified in or willing to take part in Wilderness First Aid (WFA) or Wilderness First Responder (WFR) and CPR.
- Excellent communication, problem-solving, and organizational abilities.
- Ability to work flexible hours, including weekends and holidays as needed.