



**OUTWARD
BOUND**

Position: Site Specialist

Location: Denver Center

Reports To: Community Program Director

FLSA: Exempt

Date Updated: May 7, 2008

JOB DESCRIPTION

Summary

The Site Specialist works for the Denver Center to provide assistance in identifying and scouting sites and resources available to run Denver Center urban programming.

Essential Duties and Responsibilities

- Collaborate with the Denver Center Community Program Director to identify sites for urban programming. This will include rock sites, parks, ropes courses, water activities, bike paths, overnight accommodation and public transportation options for moving around Denver.
- Create a written menu of options, including parameters and information on how to use options (permits needed, hours open, etc.).
- Advocate for the access needs of the Center to various constituencies.
- Participate in other duties as assigned.

Knowledge and Skills

- Knowledge of OB programs and skill requirements. Expertise in writing NPP's an advantage.
- Knowledge of the Denver urban area and resources available within the city.
- Ability to work both independently and cooperatively as a team member.
- Detail oriented with good organizational skills.
- Very strong and effective communicator, both written and oral.
- Familiarity with courses and activities in Colorado.

Education and Work Experience

- Bachelor degree and 2-3 years experience in the outdoor education/experiential learning field or any similar combination of education and experience.
- Outward Bound Urban Center or other urban programming experience preferred.

Compensation

- Paid at an exempt, per-diem rate at the Course Director level.
- This is a part-time, temporary position.