

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

WILDERNESS INSTRUCTOR MANAGER

JOB DESCRIPTION

Employees in this job direct subordinate Wilderness Instructors and Youth Group Leaders. The employee coordinates and directs the performance of a variety of activities in a residential care facility and wilderness setting. The employee, under general supervision, exercises considerable independent judgment to adapt and apply guidelines, methods, and procedures to specific situations. The employee may also direct the activities of a treatment team, either directly or indirectly. The work requires knowledge of the laws, policies, procedures, and regulations governing youth care programs, knowledge of programs involving wilderness survival elements, including rock climbing. Knowledge of supervisory techniques, personnel policies, and procedures is also required. Work assignments stem from the demands of the wilderness program design, in addition to those resulting from discussions with managerial colleagues.

There is one classification in this job.

Position Code Title - Wilderness Instructor Mgr-2

Wilderness Instructor Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence.

Determines wilderness instruction program needs.

Oversees the creation and development of a physically and emotionally safe environment for delinquent youths to participate in a variety of selected wilderness activities on a year-round basis.

Assumes responsibility for the administration and programming for a specific program.

Plans, organizes, directs, coordinates, and evaluates treatment and training delivery.

Monitors and ensures appropriate staffing needs.

Participates in planning the physical and therapeutic environment to meet the needs of youths and personnel, as required.

Reviews treatment team plans for developing both individual and group treatment goals and objectives; then implements treatment strategies in both the residential and wilderness setting.

Provides guidance to groups of delinquent youth in the development of wilderness skills, including rock climbing, camp crafts, orienteering, first aid, back packing, cross country skiing, snow shoeing, etc.

Reviews written and verbal reports to the treatment team on the progress made by individuals and the group in achieving their treatment goals and objectives during wilderness trips.

Reviews and approves trip itinerary, oversees equipment checks, and ensures that additional equipment is secured when necessary, to enable operation of safe wilderness trips.

Provides and oversees training of experiential education activities for residential care staff in juvenile institutions.

Conducts team building activities, both within the Department of Human Services and other human service organizations.

Conducts experiential wilderness trips for non-Nokomis youth groups.

Develops safety and program standards for experiential education activities in juvenile institutions, and monitors and evaluates them to ensure compliance.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Through knowledge of the problems and behavior patterns of delinquent youth.

Through knowledge of delinquent subculture.

Through knowledge of group dynamics and treatment processes.

Through knowledge of crisis intervention, conflict resolution, and group management processes.

Through knowledge of camp crafts, orienteering, first aid, backpacking, cross-country skiing, rock climbing, and spelunking.

Through knowledge of cooperatives and initiatives.

Through knowledge of cognitive behavior principles.

Some knowledge of training and supervisory techniques.

Some knowledge of personnel policies and practices.

Some knowledge of labor relations.

Some knowledge of equal employment opportunity policies and procedures.

Ability to supervise others.

Ability to instruct, direct, and evaluate employees.

Ability to assess the knowledge, skills, and abilities of subordinate staff in all program areas.

Ability to implement group treatment dynamics.

Ability to relate with peers and delinquent youth.

Ability to document observed behaviors and to prepare reports related to the work assigned.

Ability to teach the fundamental skills in camp craft, orienteering, first aid, backpacking, cross country skiing, rock climbing, and spelunking.

Ability to create a physically and emotionally safe wilderness experience for delinquent youth.

Ability to apply methods, practices, procedures, policies, and regulations associated with specific activities such as camping, hiking, skiing, canoeing, and rock climbing.

Ability to work under pressure and stressful circumstances.

Ability to physically perform the work associated with wilderness program activities.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### Working Conditions

Some jobs require an employee to work on high structures.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to work where there is a significant chance of injury.

Some jobs require an employee to work outdoors as well as in an office.

### Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to direct and participate in outdoors, recreational activities with juveniles from courts.

The job duties require an employee to climb high structures at heights (50' to 500').

The job duties require an employee to lift and/or move heavy objects.

The job duties require an employee to work under stressful conditions.

The job duties may require an employee to traverse rough terrain.

### Education

Possession of a master's degree in experiential education, therapeutic recreation, outdoor recreation, criminal justice, social work, psychology, special education teaching, or social welfare.

### Experience

#### Wilderness Instructor Manager 13

Four years of full-time, professional experience in wilderness instruction, special education teaching, counseling, recreational therapy, or survival instruction equivalent to a Wilderness Instructor, including two years equivalent to a Wilderness Instructor P11.

### Special Requirements, Licenses, and Certifications

Completion of the probationary period will be dependent upon meeting certification requirements.

Within six months of appointment, the employee must obtain, and keep current, CPR certification, First Responder certification, and Lifeguarding certification.

Must be able to pass the appropriate Nokomis Performance Test.

Must possess or be able to obtain a valid Michigan driver's license.

Possession of a Michigan Commercial Driver's License (CDL).

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

WILDINMGR

WILDERNESS INSTRUCTOR MANAGER

Position Title

Position Code

Pay Schedule

Wilderness Instructor Mgr-2

WILNMGR2

NERE-142

JZ

07/19/2015