BlueFire Wilderness Therapy

Job Description for Head Instructor

**Summary**
Reports to Field Director and therapists; responsible for safety, supervision, and determining whereabouts of clients; provides direct care, teaches primitive living and outdoor skills, and delivers academic curriculum to assigned groups; directs activities and provides additional on-the-job training for lower-level field instructors.

**Essential Duties/Responsibilities**
- Supervises, provides safety guidance, and determines whereabouts of clients.
- Works with treatment team to fulfill specific needs for each client.
- Utilizes and teaches approved curriculum.
- Responsible for overseeing day-to-day health and safety concerns.
- Monitors and records client growth and development on a daily basis.
- Maintains appropriate example to clients in all areas of personal conduct and appearance.
- Demonstrates and teaches primitive-living skills, use of field equipment, gear, and supplies necessary for successful participation in the program.
- Operates as the designated lead for his/her group.
- Provides additional on-the-job training necessary for Field Instructor I’s to perform duties.
- Provides additional client development through mentoring.
- Plans, supervises, and oversees client field location for the upcoming week in collaboration with therapist and Field Director.
- May report efforts in meetings with supervisors, clinicians, and other applicable program staff.
- Responsible for distributing client medications.
- Communicates client progress with members of treatment team.
- Responsible for a group of clients on shift.
- Facilitates and administers all elements of the program, including graduation and family workshops, in a safe manner during adverse conditions.
- Participates, as required, in management meetings, strategic planning sessions, and serves as a major resource for program and field staff growth and development.
- Acts as “in-the-field” administrator, monitoring the group and field staff’s compliance with state and program guidelines, providing documentation and disciplinary review.
- May be required to serve on the emergency response team.

**Level of Supervision**

**Given**
Orients, trains, assigns and reviews work of Field Instructor I as a “designated lead.”

**Received**
Works under minimal supervision and relies on experience and judgment to plan and accomplish assigned goals; consults with higher levels of management on the more difficult and complex phases of
work.

**Business Contacts**

**Internal**  
Clinicians, Field Director, Executive Director, logistics, and other program staff.

**External**  
May interact with parents and referral sources occasionally on routine matters; may interact with land management officials regarding regulatory compliance issues.

**Educational/Licensing Requirements**

**Education or Equivalent**  
Must be at least 21 years of age; at least 6 weeks of experience as a field instructor in an adventure/wilderness program; high school diploma or GED required (college-level courses in a related field preferred).

**Certificates/Licenses**  
First aid and CPR required; also EMT, WEMT, or WFR certification; current driver’s license required; must have Crisis Prevention Institute’s NVCI or equivalent training in the last 12 months.

**Knowledge, Skills, & Experience**  
Thorough working knowledge of relevant regulations; must be patient, innovative, a team player, detail oriented, able to handle multiple tasks, and remain calm and competent in stressful/crisis situations; must maintain appropriate example to clients in all areas of personal conduct and appearance; must display leadership and supervisory qualities.

**Physical Requirements**  
Carrying up to 60 pounds, reaching, bending, and climbing; mastery of primitive living and outdoor skills; able to hike great distances.

**Decision-Making Responsibilities**  
Exercises best judgment regarding the immediate physical health, safety, and welfare of participants; makes decisions regarding scheduling activities and outside care as needed; needs to be able to make sound decisions quickly during emergency situations and judge when situations require immediate attention from a more senior-level staff member.

This description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all duties, responsibilities, and requirements. Other functions may be assigned, and management retains the right to add to or change the duties and responsibilities at any time.