

BOLT Academic Year Positions

2009-2010

Managers Position Description

Leadership/Management Team

- Meet once a week with the director of the program to design agendas for Steering Committee meetings and to discuss the overall direction of BOLT
- Facilitate (on rotating basis) weekly Steering Committee meetings Participate in Manager Retreats and meetings for leading the program
- Facilitate the Steering Committee Retreat with the leadership team
- Participate in Steering Committee and lead discussions for program sustainability efforts
- Support the training as a facilitator for small group teaching

Managers divide up responsibility for leadership and support of the following areas:

- Facilitate Fall Program events and support to BOLT Group events
- Facilitate a Mentor professional development track
- Administration of the day-to-day operations of the program
- Evaluate all aspects of the program and propose revisions in operations, policies, trainings and our trips.
- Communicate with leaders and BOLTers, including email communications, returning phone calls in a timely manner and updating our website
- Manage leader and participant recruitment and selection
- Lead and facilitate a high quality 180-hour leader training program.
- Review and revise our training handbook, which includes all of our policies, procedures and guidelines
- Maintain our gear inventory and ensure that all gear is in proper condition for field readiness
- Ensure that we maintain our quality and standards as a program, including compliance with AEE accreditation standards
- Support outreach efforts and regular communication with our alumni leaders, which will be led by the Coordinator for Program Sustainability.
- Strengthen, develop and support a calendar of year round program events that serve our BOLTers and programmatic goals
- Support our fundraising efforts in order to fill our annual operating budget deficit and to raise financial aid funding for BOLTers and Leaders participating in the program

Dates: Fall- Spring Managers (3 positions) are encouraged to participate in the Fall Trip either as a leader or as basecamp staff, (this is helpful but not required). The position officially begins at the Fall trip banquet, which is facilitated by the manager team. A BOLT manager retreat day will be scheduled for Tuesday prior to the first class. In the January, we will have a second manager retreat day on President's Day. The position ends at the beginning of senior week.

Spring-Fall Manager (1 position) is encouraged to participate in the Fall Steering Committee (this is helpful but not required). This position will begin in January on President's Day for a BOLT manager retreat day and suspend for the summer months (unless hired as a summer manager). In the fall, this manager is encouraged to participate in the Fall Trip either as basecamp staff, (this is helpful but not required). The position officially re-starts at the Fall trip banquet, which is facilitated by the manager team. A BOLT manager retreat day will be scheduled for Tuesday prior to the first class. The position ends with the last day of classes in the Fall.

Hours: 10-15 hours/week. (10 hrs/week for fall and 15 hrs/week for Spring)

Stipend: \$1,750/year

Coordinator for Program Sustainability Position Description

Leadership/Management Team

- Meet once a week with the director of the program to design agendas for Steering Committee meetings and to discuss the overall direction of BOLT
- Facilitate (on rotating basis) weekly Steering Committee meetings Participate in Manager Retreats and meetings for leading the program
- Facilitate the Steering Committee Retreat with the leadership team
- Participate in Steering Committee and lead discussions for program sustainability efforts
- Support the training as a facilitator for small group teaching

Maintain and Improve Current fundraising programs

- Phone-a-thon (January) current goal \$6,000 in pledges = \$5,000-\$5,500 yield
- Sr. Potluck and Fundraiser -- current goal \$1,000 with a matching gift for \$1,000
- Annual Newsletter & Leader Directory (January)
- Maintain an up-to-date Alumni database (fall and on-going)

Expand BOLT's fundraising efforts to include:

- Engage steering committee in writing personal Thank you cards (currently, the thank you's only come with the official tax document from Brown; we would like to do more)
- Sponsorships with outfitters or companies (for replacement gear)
- Grant Applications for expanding to offer educational programs in the Fall
- Re-vamp the alumni website pages
- Work with local BOLT leader alumni to seek their support in BOLT outreach efforts
- Alumni outreach, guest speakers or panels.
- Seeking donations for the auction gear our collection of fleece and other camp clothing to loan to support the needs of participants and leaders participating in our trip and training program
- Other ideas to be considered

Program Evaluation

- Analyze and report on our risk management data to create our annual report that is presented to our on-campus Risk Management Committee, the Association of Experiential Education and the Wilderness Risk Management Conference.
- Prepare annual accreditation reports
- Prepare for BOLT's accreditation review through initiating on-going review and update efforts
- Evaluate the program to its goals, impact and learning outcomes

Dates: (Fall-Spring position) – this position is encouraged to participate in the Fall Trip either as a leader or as basecamp staff, (this is helpful but not required). The position officially begins at the Fall trip banquet, which is facilitated by the manager team. A BOLT manager retreat day will be scheduled for Tuesday prior to the first class. In the January, we will have a second manager retreat day on President's Day. The position ends at the beginning of senior week.

Hours: 10-15 hours/week. (10 hrs/week for fall and 15 hrs/week for Spring)

Stipend: \$1,750/year