



## **Contract Work Proposal with Cascades Academy** ***Outdoor Leadership Summer Programming***

### **About Cascades Academy**

Cascades Academy was founded in 2003 with a deep commitment to experiential learning, academic excellence, and community engagement. Now in its 22nd year, the school has grown to 250 students PreK-12 on its 52-acre award-winning campus. The school is excited to more fully realize its founding pillars while also deepening its commitment to diversity, equity, and inclusion, social-emotional learning, and community partnerships to inspire lifelong learners.

Cascades Academy values employees who are committed to our mission, are prepared to engage fully in a learning community, and are excited to bring their authentic selves to work. Cascades Academy's culture is highly collaborative and puts what is best for students at the center of the work. Regularly named one of the [Best Nonprofits to Work for in Oregon](#), our faculty and staff see each other as teammates and feel motivated to do their best work here.

Cascades Academy strives to cultivate and maintain a supportive, inclusive community for all employees and actively promotes a commitment to diversity, equity, inclusion, and anti-racism. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job and are eager to consider applications from groups traditionally underrepresented in independent school

### **Project Overview**

Cascades Academy seeks an experienced consultant to research, design, and facilitate the execution of three comprehensive summer programs focused on outdoor leadership. These programs aim to provide transformative, multi-sport summer experiences promoting leadership skills, environmental stewardship, and personal growth.

### **Program Details**

#### **1. Rising 6th Grade Program**

- **Duration:** 1 week
- **Activities:** Multi-sport (e.g., hiking, mountain biking, rock climbing, water sports)
- **Location:** Greater Bend area, with potential for travel or day trips
- **Objectives:**
  - Support outdoor sports skill development
  - Foster self-confidence, teamwork, and basic leadership skills
  - Introduce concepts of basic environmental education

## 2. **Rising 8th Graders Program**

- **Duration:** 1 week
- **Activities:** Multi-sport (e.g., hiking, mountain biking, rock climbing, water sports)
- **Location:** Greater Bend area, with potential for travel or day trips
- **Objectives:**
  - Develop foundational outdoor leadership skills
  - Foster teamwork and build self-confidence
  - Develop environmental literacy

## 3. **Rising 9th and 10th Graders Program**

- **Duration:** 1 week
- **Activities:** Advanced multi-sport (e.g., backpacking, climbing, kayaking, wilderness survival)
- **Location:** Greater Bend area, with potential for travel, overnight, or day trips
- **Objectives:**
  - Enhance leadership and decision-making skills in outdoor settings
  - Strengthen resilience and adaptability
  - Deepen environmental knowledge and conservation practices

### **Scope of Work**

The consultant will undertake the following responsibilities:

#### 1. **Research and Design**

- Conduct a needs assessment and gather input from students, parents, and faculty to tailor the programs.
- Design a comprehensive curriculum for both programs, including daily schedules, learning outcomes, and activity plans. Coordinate with the school leadership team to align each program with the school's mission and values.
- Identify and acquire necessary gear and equipment.
- Obtain permits and ensure compliance with local regulations.
- Research potential partnerships with organizations that are currently running similar programs.
- Develop a framework for assessing participant growth in skills like leadership, resilience, and environmental stewardship throughout the program.

#### 2. **Risk Management**

- Develop a robust risk management plan, including emergency procedures, safety protocols, and health guidelines.
- Ensure all activities comply with best practices in outdoor education and risk management.

#### 3. **Execution and Facilitation**

- Oversee the program's advertising, online posting, enrollment, and successful registration process.
- Oversee the logistics of the programs, including transportation, accommodations, and meal planning.
- Hire and train qualified instructors or serve as the lead instructor/trip leader, including serving as one of the instructors, based on the design/needs of the program.
- Facilitate the programs, providing leadership and support throughout the trips.
- Coordinate with the marketing team for program promotion to ensure clear, compelling messaging to attract students and parents.

### **Deliverables**

- Detailed program curricula and itineraries

- Risk management plan and safety protocols
- Inventory and procurement of required gear and equipment
- Secure all necessary permits and documentation
- Instructor training materials and guidelines
- Final evaluation of programs and with recommendations for future programs

## Timeline

The project timeline will be structured to allow for thorough planning and preparation, with key milestones including:

- **December:** Needs assessment, market research, and initial program design
- **January:** Curriculum development and risk management planning; Marketing and online enrollment developed
- **February:** Ensure enrollment; Gear acquisition and permit applications
- **March:** Instructor hiring and training
- **April/May:** Final preparations
- **June / July:** Program execution with a summary report for Cascades Academy Leadership Team

## Compensation & Budget

Phase One of compensation includes a flat rate of \$10,000 for the oversight and design of this program from winter 2024 through spring 2025. The same contractor will also oversee Phase Two, which involves the execution of the program during the summer of 2025. A second contract with a new hourly compensation package will be established during Phase One to reflect the scope of Phase Two, which will range from 2-4 weeks in summer 2025.

Expenses required to facilitate the execution of this project will be determined collaboratively between the contractor and Cascades Academy's Leadership Team, within the school's budget for piloting this program. There is also potential for additional programming and compensation as the project evolves.

## Hiring Process / Timeline

Interested parties should submit a cover letter, resume, and list of three references via Cascades Academy's website. Cascades Academy will begin reviewing applicants upon receipt given the timeline of this project. The goal is to have a person hired by December 20th.

## Qualifications

An ideal candidate will have the following experiences and skills:

- Experience serving as an administrator overseeing experience, outdoor programming including: budget management, curriculum/itinerary design, risk management, instructor training, gear oversight and management, marketing and communication, etc
- Experience as a field instructor, leading outdoor education programming in both a day and overnight setting
- Familiarity with the greater Central Oregon region including opportunities for programming in Bend and surrounding areas
- Wilderness First Responder certification
- A passion for the transformative power of outdoor education
- Ability to collaborate with school leaders in designing program that aligns with the mission, vision, and values of Cascades Academy

**Position Details**

<b>Title</b>	Outdoor Leadership, Contract
<b>Reports to</b>	Director of Academic and Experiential Programs
<b>Start Date</b>	Immediately
<b>Schedule</b>	Contract work December - June
<b>Compensation</b>	Stipend

**Contact Information**

To apply, please upload a resume, cover letter, and the contact information for three references onto the school website employment portal. <https://www.cascadesacademy.org/about/employment>. No phone calls, please.

*It is the policy of Cascades Academy to provide equal employment opportunity, regardless of race, color, sex, age, national origin, religion, physical or mental impairment, sexual orientation, veteran's status or any other status protected by applicable law. Specifically, employment opportunities are and shall be open to all qualified applicants solely on the basis of their experience, aptitudes, abilities and training; advancement is and shall be based on the individual's achievement, performance, ability, attitude and potential for promotion.*