



Accreditation Program Reviewer JOB DESCRIPTION

Date: March 22, 2007
Position: Accreditation Program Reviewer
Status: Volunteer
Reports to: Accreditation Program Manager & Accreditation Council Vice Chair

Position Summary:

Accreditation Program Reviewers, through the use of program site visits, provide the Council Liaison and AEE staff with a clear understanding of the organization and its level of compliance with AEE accreditation standards at the time of the site visit. Members of the review team are not consultants and do not make recommendations to Council or the organization under review. The review team is formed based on the availability of appropriate volunteer reviewers for the setting, activities and clients.

There are three reviewer roles that may comprise review teams including lead reviewers, reviewers and trainees. Lead reviewers manage the site visit on behalf of the Accreditation Council. Reviewers work in conjunction with lead reviewers to carry out the site visit. Trainees observe and engage in the site visit in a training capacity at the discretion of the lead reviewer.

Essential Job Functions:

- Read the Self-assessment Study thoroughly to get an overall sense of the organization (i.e., scope, mission, goals, activities, areas of operation, client profiles, etc.);
- Interpret compliance with the standards based on the evidence provided in the Self-assessment Study;
- Identify on-site actions based on questions and concerns raised in the reading of the Self-assessment Study (i.e., who should be seen, what should be seen, what questions should be asked);
- Communicate questions and concerns about the Self-assessment Study to the lead reviewer;
- Communicate travel arrangements, and accommodation and food needs to the lead reviewer and AEE staff.

Time Commitment

- Reviewers must allow enough time to become thoroughly familiar with the program's self-study.
- Reviews take approximately 4-5 days (includes travel time).
- Lead reviewers may need to edit and finalize the Site Visit Report Card upon returning from visit.

Qualifications

- Possess an identified area of expertise in the field of adventure-based experiential education or related discipline.
- Working knowledge of the *Manual of Accreditation Standards for Adventure Programs*.
- Be a current member of AEE.
- Successful completion of an accreditation program reviewer training workshop, symposium or apprenticed under an approved lead reviewer.
- Ability to work constructively as a member of a review team.
- Willingness to volunteer the time needed to serve on a review team.
- Ability to conform to AEE's ethical guidelines and represent AEE with integrity and professionalism.

Benefits

- Professional development opportunity to observe other programs and organizations in the field of outdoor and adventure education.
- Reviewer travel expenses are covered.
- Opportunity to work with colleagues from different organizations.
- Gaining an intimate understanding AEE Accreditation
- Staying on top of emerging issues in the industry.