

Employment with Pali Institute



Applying as an Outdoor Educator Position

Application Steps

- ◆ Familiarize yourself with our program and the job by examining this website, or by giving us a call. If you decide to apply, then:
- ◆ Send your cover letter, resume, and any other application materials you have ready to Pali Institute, P.O. Box 2237 Running Springs, CA 92382 or Fax to: (909) 867-7643.
- ◆ Call our school to ensure we received your application materials and potentially to set-up an interview date and time.
- ◆ Complete the remaining application materials (if any) and send them to the Pali address listed above.
- ◆ Be prepared for your interview!

Application Materials

The items listed below do not need to be sent all at once. If all you have right now are a resume, cover letter and completed application, go ahead and email them right away to director@paliinstitute.com. At least that gets you in our applicant pool quickly. You can send the other items as you get them completed. A completed application consists of the followings materials:

- ◆ Cover letter – It is very important to include in your cover letter detailed information on how to contact you. Occasionally, very qualified people have been passed over solely because they did not keep in contact with us, and we did not have sufficient information to contact them. It might also be helpful to include the dates you may be available for an interview.
- ◆ Resume – Self-explanatory, please ensure to include lengths of prior employment and highlight any positions directly working with children.
- ◆ Pali Application Form – Most items are self-explanatory. Call with any questions.
- ◆ References – Letter of recommendations are fine as well. Please include any you may have. Names, phone numbers, and email are great and we want to have people to call who know you. Include a minimum of four references, at least one of which (preferably more) is a recent employer/supervisor.
- ◆ Unofficial College Transcripts – We just want to see what coursework you have taken.
- ◆ Interview – Plan to have at minimum two phone interviews, each being 1.5 hours in length. All interviews must be completed by early June for fall employment.

Common Application Questions

Can I apply online? Not at this time. Please send, fax, or email application materials as listed above.

Do I have to come to California for an interview? In many cases we hire outdoor educators after numerous phone interviews. On occasion we ask for an applicant to come in person to interview, especially if they are going to be in the area.

If I live outside the U.S., is it possible for me to still apply? Yes, you may apply. We would be glad to hire qualified individuals from outside the U.S. Please be aware, though, that you need to have legal permission to work in the U.S. already set up before applying. If you do not have legal permission to work in the United States of America, then please do not apply.

What is the length of my contract when hired? We hire outdoor educators on a late August through early June basis. Our outdoor residential school programs coincide with the school year. We have a six-week break through December and early January and usually have a brief fall and spring break as well. Our instructors usually work a Monday-Friday workweek in our fast-paced residential environment with requirements most weeks to live on-site. We do make special considerations for short-term contracts on an as needed basis and are always accommodating with family events when our educators need to take time off during the school year.

How do I know if I'm qualified? We hope that after visiting this site you have enough information to do a self-evaluation, and to determine whether it is worth your time to apply. If not, the following comments may help you through that process.

In General, we require a science (or related) degree, experience in outdoor education (or other experience that qualifies you for this position), interest in Pali, and the desire for professional growth, **and lots of enthusiasm!**

Several phone interviews can tell us a lot about you as an educator and if this position is a fit for you. If you apply after our staff is fully hired and think you may be in the Southern California area, it doesn't mean you are totally excluded from our program. If you are traveling through California during the summer or at any time in the future, feel free to call and set up an interview. Applying and interviewing are not completely restricted to our traditional spring hiring period. Once you have interviewed, you may be considered for a position that might open up unexpectedly mid-year. You would also be placed in the pool of applicants for the following school year.

You may also want to take a look at the Staff Biographies to get an idea of the type of people we are looking for. If you are still unsure whether to apply, please feel free to contact Pali and speak to us further about employment options.