



Accreditation Program Reviewer

ROLE DESCRIPTION

Position: Accreditation Program Reviewer
Status: Volunteer
Reports to: Director of Accreditation and Certification (Director)

Position Summary:

Accreditation Program Reviewers, through the use of program site visits, provide the Accreditation Council Liaison and Director with a clear understanding of the organization and its level of compliance with AEE accreditation standards at the time of the site visit. Review team members are not consultants and do not make recommendations to the Council or the organization under review. Instead, the review teams determine whether an organization has met the applicable AEE accreditation standards. 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 process at a level appropriate to their background and familiarity with the AEE accreditation process as determined by the Lead Reviewer.

Essential Job Functions:

- Coordinate travel arrangements with the Lead Reviewer and Director.
- Read the Self-Assessment Study(SAS) 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 SAS, observations on site, and discussions with the other members of the review team;
- Help identify on-site observations and interviews based on questions and concerns raised in reading of the SAS (i.e., who should be seen, what should be seen, what questions should be asked);

- Communicate questions and concerns about the SAS to the Lead Reviewer;
- Assist in writing the initial draft of the Site Visit Report, and the final draft after the site visit has concluded;
- Submit requests for reimbursement of approved expenses within 2 weeks after the site visit.

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 edit and finalize the Site Visit Report Card upon returning from visit.

Qualifications

- Possess quite a bit of experience; enough to have reliable professional judgement and to be respected as reviewer by Accreditation Council and the organization applying for accreditation
- 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* and the *Manual of Accreditation Standards for Outdoor Behavioral Healthcare Programs*.
- Successful completion of an accreditation program reviewer training workshop, symposium, or be willing to apprentice 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 model 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.
- Gain a clear understanding of industry standards.
- Stay on top of emerging issues in the industry.