



Job Title: Program Director, Outdoor Adventures Program

Status: Full Time

Summary: Responsible for designing and implementation of impactful youth programs in alignment with Camptown's mission. Conducts trainings, leads trips and supervises program staff. Recruits new partners and assists the Executive Director in fundraising.

Management

- Develop and maintain desired program staff culture and expectations with systems that reinforce
- Be an effective ambassador for Camptown including written stories, social media and other marketing materials
- Assist with fundraising and grant opportunities, including meeting an annual personal fundraising goal
- Lead program staff development, providing relevant in-services and outside training opportunities
- Schedule, supervise, evaluate, and approve hours and timesheets each pay period
- Collaborate for staff recruiting, interviewing and selecting candidates

Planning

- Maintain relationships with existing program partners and identify new program partnership opportunities
- Design new, relevant out-of-school time activities and trips aligned with Camptown's mission
- Plan accordingly to meet relevant program goals and broader Camptown goals
- Develop and maintain all Camptown programs to ensure meaningful impact and growth

Execution

- Deliver high quality outdoor adventure programs for youth, adapting to the reasonable needs of program partners
- Ensure completion of administrative tasks such as agreements, expedition reports, leader summaries, etc.
- Implement a data-driven continuous improvement system for Outdoor Adventures and assist in integration
- Facilitate environmental education, team building and adventure learning experiences
- Collaborate with Operations Manager to ensure program supplies and equipment are suitable and maintained

Supervisory Responsibilities: This position supervises Outdoor Adventure program staff including but not limited to the Program Managers and Program Support Staff.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty effectively. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: Bachelor's degree in a related field, or equivalent professional experience, is required. Wilderness First Responder will be required. Experience in outdoor related activities including camping, hiking, canoeing, climbing, backpacking, fishing, etc. is highly desirable.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as discounts, interest and commissions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee must be able to walk distances of 6 miles in a day carrying a backpack weighing 20 lbs or more. Walking and climbing difficult terrain are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other requirements: Valid Indiana driver's license with good driving history required. Ability to obtain Public Passenger Chauffeur's license. Complete successful criminal background and drug test. Overnight travel required - may be extensive in summer.

Employee Signature: _____ Date: _____