



Job Title: Outdoor Adventure Program Director
Status: Full Time, exempt

Summary: Responsible for development and implementation of Camptown's outdoor adventure youth programs. Trains, instructs, and supervises all program staff. Recruits new program partners and facilitates youth programs when needed.

Essential Duties and Responsibilities

Management

- Create and maintain desired program staff culture and communicate staff performance expectations
- Assist with fundraising and grant opportunities, including meeting an annual personal fundraising goal
- Lead ongoing program staff development, with relevant in-services and external opportunities
- Schedule, supervise, evaluate, and recruit program staff with support from Executive Director
- Be an effective ambassador for Camptown including use of video, images, stories, social media, etc.

Planning

- Maintain relationships with existing program partners and identify new partnership opportunities
- Refresh curriculum aligned with Camptown's mission, to meet organizational goals
- Expand the Youth Leader program and maintain its current impact
- Prepare accurate program agreements and ensure coordination among program staff
- Contribute to the strategic direction of Camptown's mission impact and long term vision

Execution

- Deliver high quality outdoor adventure programs to youth, adapting to reasonable needs of partners
- Complete administrative tasks such as program files, agreements, expedition reports, leader summaries, etc.
- Implement a data-driven continuous improvement system for Camptown programs ranging from teambuilding to outdoor education and from after-school clubs to wilderness adventures
- Collaborate with Operations Director to ensure gear and equipment is suitable for program needs

Supervisory Responsibilities: Supervises program staff, program interns, trip volunteers, and guest facilitators.

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 activities including camping, hiking, canoeing, climbing, backpacking, etc. is highly desirable.

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 must be able to walk distances of 10 miles in a day carrying a backpack weighing 1/3 of their body weight; and load/unload canoe & kayak trailers with assistance. Walking and climbing difficult terrain are required.

Other requirements: Valid Indiana driver's license with good driving history required. Ability to obtain For Hire endorsement. Complete successful criminal background and drug test. Overnight travel required, averaging 20-25 nights per year - may be extensive in summer.

Additional duties or job functions may be required as deemed necessary by the Executive Director.

Employee Signature: _____ Date: _____