

**Job Title:** Outdoor Adventure Program Manager

**Status:** Full Time

**Summary:** Responsible for supporting the Outdoor Adventure Program Director to create and deliver impactful youth programs in alignment with Camptown's mission. This role may conduct training, lead trips and coach program support staff and requires working evenings, nights, weekends, and travel.

**Essential Duties and Responsibilities:** Include the following but are not limited to the job specification contained herein. Additional duties or job functions that can be performed may be required as deemed necessary by the Executive Director.

#### **General Program Responsibilities**

- Lead and/or assist on after-school, day, overnight, and weeklong programs for a variety of Camptown partners
- Prepare and adapt programs to meet the needs of individual client partners
- Respond timely to all partner requests
- Schedule and lead classes, devotions, and other programming
- Make new contacts for future program partners and CRUX programs
- Meet with and maintain relationships with assigned existing client partners
- Ensure program reporting is completed for each program in a timely manner
- Maintain evaluation and statistics on all programming
- Track completion of goals and objectives vs. expected outcome for all groups and students
- Ensure all deposits and payments are collected timely and forwarded to Bookkeeper
- Check in and clean equipment and vehicles used on trips getting ready for next trip
- Coordinate groups and equipment for Camptown trips

#### **Other Responsibilities**

- Assist in all fundraising activities including identifying fundraising and grant opportunities.
- Recruit and supervise, volunteers, and youth leaders
- Other duties as assigned

#### **Additional**

- **Supervisory Responsibilities:** This position supervises interns, volunteer staff, youth leaders, and program leaders.
- **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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:** High school diploma or general education degree (GED) is required. A secondary degree in a related field is preferred. Wilderness First Responder will be required. Experience in outdoor related activities and indoor climbing is highly desirable.
- **Computer Skills:** Ability to use computer applications such as e-mail, Windows, MSWord, Excel, PowerPoint and Publisher.
- **Language Skills:** Ability to read and comprehend simple instructions, correspondence and memos. Ability to write programming plans and simple correspondence. Ability to effectively present information one-on-one and in small group situations to client partners, prospective partners, Camptown Board of Directors and other employees as necessary.
- **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.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **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 10 miles in a day carrying a backpack weighing 1/3 of their body weight. 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:** A valid Indiana driver's license with a good driving history is required. Ability to obtain a For-Hire Endorsement is required. Complete successful criminal background and drug testing.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_