



**Position Title:** Program Director

**Reports to:** Executive Director

**Position Focus:** Under moderate supervision, oversee effective outdoor programs including directing summer camps, managing the Lasting Adventures guide service, and coordinating off-season community youth outdoor programs. Responsible for hiring and overseeing guide/summer camp staff. Responsible for purchasing, inventory, and care of all gear and supplies. Implements and directs programs and ensures best practices in compliance with state, local and federal laws, policies and procedures.

**ESSENTIAL FUNCTIONS (This list may not include all of the duties assigned)**

- Plan and implement fun and safe outdoor experiences for campers, staff, and clients
- Oversee staff at Lasting Adventures including; recruiting, training, supervising, supporting, and evaluating.
- Manage day-to-day operations
- Live on site at our guide house property outside Yosemite National Park.
- Facilitate communications between campers, parents, clients, and staff to address concerns relative to camp, guide service and/or program activities.
- Maintain current facilitation skills and knowledge, serve as a facilitator of team building initiatives, and adventure based programming curriculum.
- Maintain and review records and reports, assesses and evaluates all programs, completes annual evaluations and recommendations for future operations.
- Support outdoor program related community collaborations.
- Responsible for purchasing, inventory, and care of all gear and supplies.
- Serves critical role in crisis response and evacuation procedures.
- Guide day hikes, summer camps, and backpacking trips as required.
- Participates in daily, weekly, monthly and annual team, department and company meetings, taking a leadership role as required.
- Program and curriculum development.
- Participate in outreach and marketing opportunities.
- Assist in operational logistics including permitting, legal and insurance issues, and interaction with NPS or other park officials.
- Basic building and ground repairs at our guide house property.

**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.

- Bachelor's degree in Recreation, Education, Youth Development, Counseling or equivalent work experience.
- At least two years' experience in a supervisory/leadership role in a similar setting. Experience selecting, training, supervising and evaluating staff.
- Experience as a professional guide and/or camp counselor preferred.
- Demonstrated experience and knowledge of personnel policies/procedures and financial management.

- Excellent interpersonal and communication skills to work effectively in a team setting with diverse staff and clients.
- Ability to solve problems quickly and discreetly.
- Knowledge of Yosemite National Park is preferred.
- Ability to work flexible hours: weekends, evenings, holidays especially during the prime season of May-September.
- Current Wilderness First Responder certification
- Valid drivers' license, proof of insurance, and access to reliable transportation. Daily and/or occasional travel may be required
- Ability to pass background check
- Knowledge of Excel, Word, Outlook, PowerPoint, Google and other software.

### **Physical Requirements**

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.

- Ability to stoop, kneel, bend, reach, stand, walk, push, pull, lift, work with fingers, grasp, feel, talk, hear, and perform repetitive motions.
- Ability to perform light work exerting up to 40 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Ability to work outdoors in heat and cold weather conditions, walk up hills, lead hikes, stand to teach, and hike up to 12 strenuous miles with a backpack weighing 10-70lbs.
- Heavy visual acuity required performing such activities as preparing and analyzing data and figures, inspecting gear and equipment, using computer terminal and reading

### **KEY COMPETENCIES**

- Demonstrated competencies in problem solving, conflict resolution, interpersonal skills, oral communication, written communication, adaptability, dependability.

### **OFFICE EQUIPMENT/MACHINES/ELECTRONIC DEVICES**

- Personal computer and printers, telephone, fax machine, copier, audiovisual equipment, and other miscellaneous office equipment.

### **WORK CONDITIONS**

- Activities occur both inside and outside and employee is subject to both environmental conditions; however, employee is not substantially exposed to adverse environmental conditions.