

Green River Preserve Program & Operations Director

Position Type: Full-Time, Year-Round

Since 1988, Green River Preserve (GRP) has provided residential summer camp, expedition trip programs, and school programs for 6-18 year olds. From rock climbing to backpacking, outdoor skills to kayaking, theatre to fishing, GRP offers immersive programs 3-45 days long from April-October. Rooted in character and leadership skill development, campers will find fun, adventure, new friends, fantastic role models, and memories to last a lifetime during their experience. This is a great opportunity to enhance skills in organization, multi-tasking, communications, and learn about marketing and logistical planning for traditional summer camp and outdoor adventure programs.

POSITION DESCRIPTION:

The Program & Operations Director specializes in the planning, implementation, and execution of all GRP summer programming. In addition to the logistical focus of this job, the position also works with families to support their needs in the months prior to camp as well as assists with hiring and management of 100 seasonal staff employees. During the summer months, this person will live onsite and be immersed in summer camp. Expect to work weekends, beyond the 9am-5pm “work day” and for weeks straight with very little time off. The director will be the liaison of all aspects of the Expeditions Programs: campers, staff, program, and administration and work with our team to support our summer camp and staff. The director will work hand in hand with our other directors to ensure a safe and fun program for our campers. Off season, the director engages with and recruits campers, hires a great summer staff, improves the programs and manages the day to day business operations. A flexible work schedule is encouraged during this off-season time. This position reports to the Executive Directors.

Specific Duties:

- Oversee the operations of the logistics of all GRP programs (summer and expeditions).
- Continue to review, develop, and refine Expeditions and associated policies and educational information.
- Create logistical reference binders for all trips.
- Create, collect, and manage all participant paperwork.
- Work on the maintenance and management of gear.
- Oversee costs and expenses related to the operations. Analyze and review for cost efficiencies. Advise the team on operational budgeting and inventory purchasing.
- Participate in the ‘on call team’ during the summer months. Summer months require work hours outside of a typical work week, as our office is staffed 24/7.
- Participate in the on-going training of the summer staff team including staff training, continual coaching throughout the summer, and engagement after the summer.
- Manage the hiring process by interviewing candidates, coordinating contracts, background checks, and additional paperwork.

- Occasional travel required including but not limited to recruitment efforts, site preparation and planning.

Knowledge, Skills, and Abilities:

- HR Management and leadership skills. Has the ability to work with a variety of different personalities. Engages in staff employment experience and mentorship to achieve goals.
- Superb organizational skills. A significant part of this job will be the organization of the logistical aspects of our operation. Attention to detail is a critical skill required for success.
- A great teammate. We are a small office that all works together on all projects. We are looking for someone who can come on board and support our team. Excellent communication and critical thinking skills are required.
- Flexible. GRP is continually growing and evolving to meet best practices, provide excellent experiences for our campers and staff, and engage with families and our community in a positive way. Flexibility to participate in a variety of activities to meet these goals is necessary.
- A Passion for Environmental Education. A healthy connection to the power and impact of connection to nature is critical to success in this position.
- A Passion for working with Youth and Young Adults. We are dedicated to the growth of our students, campers and staff.

Requirements:

- Bachelor's degree preferred, or equivalent demonstrated experience.
- Proficient in Microsoft Office, database management, and typing and data-entry skills.
- Fluent written and spoken English required.
- Driver's License required. CDL preferred.
- Knowledge of resident camp practices, including ACA standards, state rules, and best practices.
- Regularly work within the GRP normal hours of operation of 8:00 a.m. to 5:00 p.m., as well as some weekends in the fall and spring. In the summer months, a summer schedule is established which will be outside the scope of these set days to include weekend and extended hours (both AM and PM).

This is a salaried position (\$37,000-\$45,000 DOE) that includes housing on camp during the operating season, a generous benefits package, flexible schedule in the off-season, and meals when guests are on camp. The Program & Operations Director will be an active part of our summer camp community participating in group programs like activities, evening programs, and more and will have the freedom to explore the beautiful 3,400 acre wildlife preserve the camp resides on. We are looking for motivated individuals who take initiative, have a strong work ethic, and are willing to grow in a tight camp community. Previous camp experience and COVID vaccination is to your competitive advantage.

TO APPLY

This is a full-time, 12 month position beginning by February 1, 2022. To apply, please send a cover letter, resume, and list of references to our team at jobs@greenriverpreserve.org. For more information about the program, please visit www.greenriverpreserve.org