

The Club for Boys

Job Description -- Outdoor Program Director



Job Summary: The primary functions for this position are to provide boys with engaging, age-appropriate outdoor experiences that build skills, spark curiosity, and encourage lifelong interests. The Director plans and leads a variety of nature-based activities, ensures high standards of safety and supervision at all times, supports positive member engagement, and manages daily program operations, staff, and resources to deliver a high-quality outdoor program.

Reports to: Program Director

Supervises:

- Outdoor Assistant
- Volunteers

Responsibilities and Duties

- **Program Operations:**
 - Plan outdoor activities that encourage appreciation and respect for nature.
 - Take advantage of seasonal activities.
 - Seek out members that have little or no experience in the outdoors.
 - Develop age-appropriate activities that appeal to a wide variety of interests.
 - Use firm, fair, and consistent discipline in all matters involving misbehavior.
 - Provide recognition for boys by posters, announcements, verbal compliments, etc.
 - Follow established food handling safety procedures.
 - Ensure that the food and materials needed are available for each day's activities.
 - Complete monthly calendars, daily activity sheets, injury reports, and other reports/paperwork in a timely manner.
 - Ensure adequate supervision of all members and provide behavioral guidance to boys as necessary.
 - Report injuries to Program Director in a timely manner.
 - Publicize activities internally during announcements and using printed posters, flyers, etc.
 - Supervise and train assistants and volunteers.
 - Assist in running special events.
 - Participate as a driver in the Transportation Program.
- **Maintenance/Housekeeping**
 - Regularly perform routine housekeeping functions as needed to keep program area, office, and storage area clean and tidy.
 - Ensure that all vehicles and equipment are in good condition and kept clean.
 - Report building, vehicle, and equipment maintenance needs to appropriate staff.
- **Budget**
 - Work with supervisor to prepare and manage Outdoor Program budget.
 - Follow established purchasing policies for all expenditures.

- Meet with supervisor on a regular basis.
- Provide a positive role model for all members in interactions with boys, other staff, and the public.

Minimum Qualifications:

- High School diploma or equivalent.
- Two years of experience working with youth.
- Education and/or experience in outdoor or science education desired.
- Proficiency in the use of any outdoor equipment that will be used by members. (BB Guns, Archery, Fishing, etc.)
- Basic knowledge Microsoft Office.
- Certification or ability to become certified in First Aid and CPR.
- Valid driver's license.

Skills:

- Be able to prepare nutritious meals for small groups.
- Demonstrate ability in the use of outdoor equipment used during programming.
- Self-starter with an ability to work with little or no supervision.
- Must possess mature judgment, neat personal appearance, tact and discretion.
- Strong interpersonal communications skills.
- Ability to connect positively with children of all ages.

Physical Requirements:

- Ability to physically participate in outdoor activities including hiking, snowshoeing, biking, and similar activities.
- The employee must lift, maneuver and carry light to medium objects (i.e., 5 – 40 lbs.).
- Must be able to stand for extended periods, bend, squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions.
- Good manual dexterity, good hand/eye coordination and good visual acuity.

Work Specifics:

- Full time, hourly non-exempt
- Primarily daytime hours during the summer and afternoon/evening hours during the school year.
- Overnight and some weekend work required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee Signature

Date