

YOUTH ACTIVITIES DIRECTOR - OUTDOOR PROGRAM JOB DESCRIPTION



Job Title: Youth Activities Director - Outdoor

Reports to: Club Director

Supervises: Outdoor Assistant and Volunteers

JOB SUMMARY

The Outdoor Program Director leads engaging, inclusive outdoor programs that give members opportunities to explore nature, develop new skills, build confidence, and discover lifelong healthy hobbies. This role creates safe, well-supervised outdoor experiences through hands-on activities, seasonal programs, off-site opportunities, and skill-building challenges that support curiosity, responsibility, teamwork, and positive relationships.

KEY RESPONSIBILITIES

OUTDOOR PROGRAM LEADERSHIP

- Plan and lead daily, weekly, and seasonal outdoor programs that are safe, engaging, and developmentally appropriate for members of varying ages and abilities.
- Provide a variety of outdoor experiences such as hiking, biking, camping, winter sports, nature exploration, outdoor games, team challenges, and skill-building activities.
- Develop programs that introduce members to new outdoor hobbies and encourage lifelong participation in healthy recreational activities.
- Teach respect for nature, conservation, responsible outdoor behavior, and safe participation in all outdoor activities.
- Ensure programs are planned well in advance, including supplies, staffing, transportation, safety procedures, and communication needs.
- Adapt activities when possible so members of different skill levels and physical abilities have meaningful opportunities to participate.
- Publicize outdoor activities and special events through announcements, flyers, calendars, and other communication methods.

MEMBER ENGAGEMENT & DEVELOPMENT

- Build positive relationships with members and actively engage those who may be less involved in programming.
- Create a welcoming and inclusive environment where all members feel valued, supported, and encouraged to try new activities.
- Use firm, fair, and consistent behavior guidance to address misbehavior and reinforce Club expectations.
- Teach teamwork, responsibility, perseverance, self-control, leadership, and respect through outdoor activities.
- Serve as a positive role model in all interactions with members, staff, volunteers, families, and the public.

PROGRAM OPERATIONS & ADMINISTRATION

- Ensure adequate supervision of members through clear routines, active positioning, small-group structure, and effective volunteer utilization.

- Maintain organized, clean, and safe indoor and outdoor learning spaces, activity areas, vehicles, and storage areas used for outdoor programming.
- Complete monthly calendars, injury reports, and required documentation accurately and on time.
- Report injuries, incidents, and concerns promptly according to Club procedures.
- Communicate effectively with staff, families, volunteers, and community partners.
- Participate in the Club transportation program.
- Meet regularly with the supervisor to review goals, progress, and program needs.

STAFF SUPERVISION & SUPPORT

- Supervise the Outdoor Assistant and volunteers assigned to outdoor programming.
- Recruit, train, schedule, support, and recognize volunteers and instructional staff who assist with outdoor activities.
- Maintain staffing patterns that support safe supervision, small-group activities, and individual member support when needed.
- Provide coaching, feedback, and clear expectations to instructional staff and volunteers.

FACILITIES, EQUIPMENT & SAFETY SUPPORT

- Inspect outdoor equipment and supplies regularly to ensure items are safe, clean, organized, inventoried, and ready for use.
- Secure outdoor program equipment, storage areas, and learning spaces when not in use.
- Ensure all specialized outdoor activities follow Club safety expectations, applicable laws, and approved supervision procedures.
- Demonstrate and enforce safe practices for outdoor activities and equipment, including any specialized or higher-risk activities approved by the Club.
- Report maintenance, facility, vehicle, equipment, and safety concerns promptly to appropriate staff.
- Perform routine housekeeping tasks to maintain clean and organized program spaces, office, and storage.

BUDGET & PROGRAM SUPPORT

- Collaborate with the Club Director to prepare and manage the Outdoor Program budget.
- Follow established purchasing policies and procedures for all program expenditures.
- Maintain necessary program supplies and accurate inventory of outdoor equipment and materials.
- Build and maintain positive relationships with community partners, volunteers, instructors, and organizations that support outdoor programming.
- Assist with Club-wide events and activities as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Minimum one year of experience working with youth in a recreation program, outdoor education, camp, or related setting.
- Education and/or experience in outdoor education, recreation, science education, youth development, or a related field preferred.
- Basic proficiency with Microsoft Office applications.
- First Aid and CPR certification, or ability to obtain.
- Valid driver's license.
- Proficiency in the use of any outdoor equipment that will be used by members (bb guns, archery, fishing, etc.).

KEY SKILLS & COMPETENCIES

- Strong leadership, group management, and supervision skills.
- Ability to engage positively with members of varying ages, interests, and abilities.
- Strong communication, organization, and time-management skills.
- Ability to plan, manage details, and respond appropriately to changing weather, schedules, and safety needs.
- Self-starter with the ability to work with little or no supervision while collaborating with a team.
- Professional judgment, discretion, maturity, and sound decision-making.
- Demonstrated safety mindset for outdoor activities, equipment, tools, and specialized programming.
- Ability to build positive relationships with members, families, staff, volunteers, and community partners.

PHYSICAL REQUIREMENTS

- Ability to physically participate in outdoor activities including hiking, winter sports, biking, camping, walking, and similar activities.
- Ability to lift, carry, and move equipment and supplies, approximately 5-40 lbs.; occasional heavier items with assistance as appropriate.
- Ability to stand for extended periods and perform bending, squatting, kneeling, climbing, reaching above shoulder level, and lifting from high/low positions.
- Good manual dexterity, hand-eye coordination, and visual acuity.
- Ability to work indoors and outdoors in varying weather conditions.
- Comfortable working in active, fast-paced, and noisy environments.

WORK SCHEDULE

- Full-time, hourly non-exempt.
- Primarily daytime hours during summer months and afternoon/evening hours during the school year.
- Occasional overnight, and off-site programming may be required.

ACKNOWLEDGMENT & EMPLOYMENT TERMS

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. 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.

Employee Signature: _____ Date: _____