



Position Description

- Job Title:** Outdoor School Program Community Manager
- Reports to:** Outdoor School Program Director
- Department:** Outdoor School Program (Student Leadership Program & Outdoor Education)
- Overall Function:** Coordinate and develop professional relationships with OSP client coordinators. Develop Experiential Educators and Adjunct through trainings, in-services, and community building events.
- Type of Position:** Full time

Summary of Responsibilities

- **Program Operations-** Perform day to day operations including arrival/departure processes, program set-up/tear-down, up-keeping of program facilities and equipment, providing office support and overseeing client meals. Disseminate program logistics to staff/clients including details, schedules and other necessary paperwork.
 - Oversee operations of the Nature Center/Greenhouse including care of animals and plants, record keeping, purchasing supplies and training other staff to assist in Nature Center/Greenhouse duties.
 - Non Coordinating times are times to improve internal processes, lessons/programs, marketing, forms, trainings and for hiring. Upsell OSP programs to current clients and make cold calls for new partnerships, and or assist with Joy projects and volunteer projects.
- **Staff Leadership/Development** – Partner with Management team, but take lead role in the advertising, interviewing, hiring, supervision, evaluation, discipline, and development of Educators and Adjuncts. Oversee staff trainings and meetings. Keep all program staff informed and up to date on policy changes and current affairs of Joy.
- **Program Development/Delivery-** Develop and deliver high quality programs based on the needs of the participants, partner organizations and schools. Assist with Joy special projects and business plan goals.
- **Customer Service-** Provide positive interactions with clients and staff. Respond effectively and efficiently to client and staff needs. Deliver professional client trainings and offsite meetings. Orient guests and clients with on-site and offsite visits/tours.
- **Presentation/Professionalism-** Arrive on time and prepared for all programs, meetings, and tasks. Complete all tasks and paperwork in a timely manner.
- **Culture-** Instill and model a culture of client focus, collaboration, discipline, continuous improvement, and accountability focused on Joy's mission and values.
- **Team Player-** Be flexible and willing to adapt to program changes. Collaborate with other Joy employees to oversee sharing spaces, resources, staff, and equipment.
- **Business Operations** – Adhere to and enforce all Joy policies, procedures, and deadlines. Communicate effectively with all Joy teams.
- **Community Relationships** – Represent Camp Joy programs to the community. Professionally present Camp Joy at on and offsite meetings and trainings.

Requirements:

- Applicant must be able to work a flexible schedule (7 day work week).
- Applicant must be able to carry supplies, etc. of at least 50 lbs., be able to work in outdoor environment in all types of weather, walk on uneven pavement.
- Applicant must be able to work at height up to 60 feet.
- Applicant must be 21 years of age, possess and maintain valid driver's license and meet Camp Joy's insurability requirements.
- Applicant must be able to work a full day at a desk.

Qualifications:

- Applicant must have a 4 year college degree preferred, equivalent experience in the fields of Experiential Education, Outdoor leadership, or Classroom Teacher.
- Preferred previous experience in facilitating, programming, scheduling, and supervisory skills.
- Applicant must have strong communication and organization skills.
- Applicant must have ability to communicate and work with a wide range of ages; students, chaperons, coordinators, administrators, board, donors and staff.
- Experience working in a computerized office environment with a team orientation and multi-functional responsibilities. Strong computer competency with experience in Microsoft software applications.
- Current CPR, First Aid, and AED certification.