

**Job Title:** Outdoor School, Teen Program, and Service Events Manager

**Reports to:** Director of Programs

**FTE:** 0.8

**Annual Salary:** \$42,000 - \$46,000 (32 Hours per week)

**Classification:** Year Round, Full Time

**Exempt/Non-Exempt:** Exempt

### **Organization Overview**

At Camp Fire Wilani, we believe that every child should have the opportunity to find and pursue their spark: a passion that inspires and drives them to set and achieve goals for their future. Founded in 1910, our comprehensive program starts with early intervention at the elementary level, bridges the learning gap for middle school, and helps students thrive and plan for bright futures during high school. During the school year, Camp Fire works in partnership with dozens of schools in Western Oregon for Outdoor School. During the summer months, we offer summer camps at the beautiful, historical 219-acre camp, Camp Wilani in Veneta, Oregon. We believe in meaningful work. We believe that every individual brings their own talent, experience, creativity, and values. We support staff by providing paid opportunities for professional development, personal growth, and creativity. Camp Fire Wilani is in a period of profound program growth, with the hiring of several new year-round positions and the implementation of several new programs.

### **Position Overview**

Camp Fire Wilani seeks an experienced, professional and capable individual to be responsible for management of all Outdoor School programs, teen programs, and service events at Camp Fire Wilani including (but not limited to) management of Spring and Fall Outdoor School, the teen leadership program, and service learning programs including NCCC, Northwest Youth Corps, and other service groups. This position works in concert with the Director of Programs to develop the Outdoor School and Teen leadership curricula and staff training programs. Further this position participates in hiring, accreditation, risk management, and all other aspects of assigned programs. The Outdoor School, Teen Program, and Service Events Manager oversees two Outdoor School Coordinators, 16 Outdoor School Field Instructors, and other seasonal staff and volunteers. The incumbent participates in the planning and implementation of current programs as well as the creation and development of new programs. **Experience supervising employees, team-building, and staff management is essential.**

### **Work/Life Balance**

Camp Fire Wilani believes in work-life balance. This standard work period for this position is 32 per week. Heavier work periods are balanced by flex time and generous paid-time-off including vacation, sick, and paid holidays. When work is required on federal paid holidays, the incumbent may take a different paid day off to compensate. This position allows up 30% (9 hours) of remote work per regular work week: more when the tasks are better suited to remote work or the incumbent has medical or personal needs that required them to be remote yet still working full time, less when work demands the incumbent be in person at a program site. Presence in the Camp Fire Wilani Office (Springfield, Oregon) is required at least 23 hours per week during normal business hours, Monday-Friday. These days/hours should be coordinated with the Executive Director, Director of Programs, Office Manager, Marketing Coordinator and Development Coordinator so office time is spent in the physical presence of our Camp Fire Wilani Team for team building, communication, and to build an atmosphere of fun, collaboration, and creativity.

- **Support program staff and hiring** – responsible for setting standards and supporting part-time program coordinators to effectively execute programs. Oversee hiring of program staff as needed.
- **Program evaluation and improvement** – Ensure compliance with national program evaluation requirements (YPQI tools) and implement continual program quality improvements through continual feedback from staff, participants and parents that inform the development of Program Quality Improvement Plans.
- **Staff and volunteer training** – responsible for continual improvement of staff and volunteer training sessions and support materials.

- **Program staff back-up** – filling in for direct-service program staff during busy season, due to illness or vacation coverage.
- **Outreach events** – attend community events alongside other staff as needed to promote organization and programs (often outside of 9-5 hours) such as local festivals, Art Walks, PTA open houses, and networking meetings.

#### **SKILLS AND EXPERIENCE:**

##### • **Minimum Qualifications**—*Applicants must possess:*

- A Bachelor's Degree or equivalent experience
- Knowledge of the **BEETLES** nature education strongly preferred
- Commitment to youth development and the Camp Fire Mission
- Proficiency in Microsoft Office Suite and GSuite
- Ability to travel to destinations throughout Lane County, and beyond for trainings and programs.
- Ability to attend annual national Camp Fire program conferences
- Valid Oregon Driver's License with a clean driving record.
- Oregon Food Handler's card
- First Aid & CPR certification
- 2-5 years as a naturalist, field instructor, interpreter, or other nature education position, preferably in leadership.

##### **Desired Experience**—*The ideal candidate will have positive experience working:*

- In nonprofit organizations
- In educational settings
- With diverse populations, including children
- In recruitment, selection, training, and coordination of volunteers and/or employees
- In a small team atmosphere

##### **Personal Qualities and Skills**—*The ideal candidate lives and models these characteristics:*

- Positively supports inclusion in all forms: ethnic, gender, gender identity, religious/spiritual affiliations, disabilities, political perspectives, etc.
- Thrives on challenges, creative problem solving, and continuous learning
- Strives for excellence, takes initiative, and is self-motivated
- Possesses exceptional written and oral communication skills
- Thinks strategically, acts resourcefully, and makes decisions with conviction
- Demonstrates excellent time management and organizational skills – works well with deadlines, effectively prioritizes tasks and plans ahead, and enjoys managing multiple projects at a time
- Has both a keen eye for detail as well as the ability to focus on big-picture goals
- Exhibits a strong work ethic and personal integrity, and can remain enthusiastic and successful in a fast-paced work environment
- Shows strong interpersonal skills, a sense of humor, and the ability to network and build lasting relationships
- Works well independently and as part of a cohesive team
- Desires to make a lasting impact on the Western Oregon community

This job description in no way states or implies that these are the only duties to be performed by this staff member. The Camps, After School, and Youth Events Manager will be expected to follow instructions of the Director of Programs and the Executive Director as appropriate.