

BIG SUR LAND TRUST: Employment Opportunity

Job Description: Youth Outdoor Programs Manager

Location: Monterey, CA

Schedule: Full-time, with evening & weekends required during camp season

Reports to: Director of Community Programs

Compensation: \$45,000-\$55,000 salary rate - commensurate with experience

Classification: Full-time, Exempt

Benefits: Comprehensive benefits plan including medical, dental/vision, generous paid time off (PTO) hours and 403b retirement plan

BIG SUR LAND TRUST

Founded in 1978, Big Sur Land Trust (BSLT) is an energetic and innovative non-profit organization with a mission to inspire love of land across generations, conservation of our unique Monterey County landscapes, and access to outdoor experiences for all. We see a future where natural landscapes, working lands, urban open spaces and healthy communities are cared for by people who share a love of nature and a deep appreciation for the richness of their diverse cultures.

YOUTH OUTDOOR PROGRAMS

In many of our communities, various barriers prevent youth from spending time outdoors in the awe-inspiring landscapes of our county. We are working to change this dynamic so that accessing open green spaces becomes part of a healthy lifestyle for these youth and their families. Big Sur Land Trust leverages its conserved landscapes to provide transformative outdoor experiences for diverse and underserved youth throughout Monterey County. Since 2013, over 1,000 youth have participated in Big Sur Land Trust's Youth Outdoor Programs. These are conducted in partnership with youth-serving partner organizations in the Salinas Valley and Monterey Peninsula.

Through our camps, youth learn to see the world from a different perspective, gain self-confidence, develop a profound connection to the land and begin to see themselves as the next generation of conservation stewards. During the fall and spring, youth from Monterey County attend day camps at Marks Ranch. During the summer, youth attend three-day two-night residential camps at Glen Deven Ranch. In these magnificent open spaces, they gain deeper emotional connections with the land, each other and with themselves. They can begin to consider the healthful benefits of spending time in nature and what it means to protect and care for the lands they are learning to love.

JOB SUMMARY/SCOPE OF WORK

Under the direction of the Director of Community Programs, the Youth Outdoor Programs Manager (YOPM) will support the overall management and delivery of BSLT's Youth Outdoor Programs. This position will oversee community outreach, participant engagement and act as field lead on all day and overnight camps. The YOPM will develop and supervise seasonal support teams, comprised mainly of BSLT camp alumni, as well as ensure program philosophies, models and standard operating procedures are being followed. The YOPM will also support the senior leadership team in strategic decision making and operations as BSLT's Youth Outdoor Programs expand in scope and quality of programming.

COMMITMENTS & RESPONSIBILITIES

- Develop and conduct outdoor programming that engages youth in the challenges and rewards of valuing diversity in human and ecological communities.
- Develop and nurture partnerships with community and youth serving organizations, based on building trust and reciprocal relationships that share knowledge and increase opportunities to engage youth in camps.
- Design and implement new camper and family engagement activities that will help BSLT better understand their needs and build trust.

- Weave into all youth programs a long-term relationship between BSLT and campers, creating a path for leadership and greater involvement: camper > youth leader/counselor > intern > actively seeking involvement/education/employment in conservation related fields.
- Clear adherence to BSLT policies and procedures.
- Working with Grants Manager, create well-executed program evaluations.
- Positive team relations with office/seasonal staff and trustees.

ESSENTIAL JOB FUNCTIONS

- Working with Director of Community Programs, plan year-round schedule of outdoor programs for youth, ages 10 to 17, working with our collaborative camp program partners.
- Manage seasonal program interns and camp staff.
- Prepare and lead a broad variety of engaging and enriching activities at all camps in alignment with BSLT's values and philosophies.
- Coordinate all logistics of day and overnight camps – recruitment, document management, transportation, meals, and communication plans with partner organizations, camper families and/or supervising adults.
- Ensure the safety, well-being and comfort of participating youth.
- Working with the Grants Manager, coordinate the design and implementation of evaluation processes to record impacts and track learning outcomes.
- Participate in conflict resolution and discipline through positive behavioral management.

FIELD PROGRAM OPERATIONS

- Oversee vehicle fleet including vehicle maintenance, adhere to all DMV and other regulations and ensure proper registration and insurance documentation is maintained.
- Oversee program equipment and supplies procurement, maintenance and inventory.
- Oversee program volunteer activities, coordination and engagement.
- Work with Director of Community Programs to review and maintain necessary camp documentation including participant applications, equipment, meals, and staff checklists.
- Work with Director of Community Programs to develop and manage program budgets.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- 2-3 years related work experience or equivalent combination.
- Demonstrated positive community engagement skills.
- Bilingual/biliterate in English/Spanish preferred.
- Passionate drive for building inclusive communities by inspiring love of the outdoors and self-discovery, as well as cross-cultural respect and understanding.
- Skilled at supervision, strong ethic of lead by example and leadership, able to motivate and direct employees and youth participants.
- Must be able to adjust tasks and focus with poise, and in accordance with changing deadlines and priorities.
- Proficient with MS Word, Excel and PowerPoint.

TEAMWORK & COMMUNICATION

- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A good sense of humor and belief in working as a cohesive team – highly collaborative.
- Ability to perform duties under general supervision and established guidelines.

DISCRETION & DECISION MAKING

- Ability to take ownership of and act independently on assigned tasks. Refers difficult questions and unusual situations to Director of Community Programs.
- Ability to think creatively within established guidelines/goals.

- Ability to adapt or modify processes in response to changing circumstances.
- Demonstrates common sense, flexibility, teamwork and exercises independent judgment.
- Must present a neat, professional appearance.

ORGANIZATION

- Strong organizational skills and attention to detail.
- Ability to organize and coordinate diverse activities with many variables, set realistic deadlines and manage a calendar.

MINIMUM QUALIFICATIONS

Bachelor's degree plus 2-3 years of experience in a related field preferred. Candidates who possess strong leadership skills, excellent oral and written communication skills, think creatively and are able to prioritize multiple tasks will thrive in this position. The ability to embrace the philosophies of and carry out BSLT's core outdoor programs is required. Applicants must be hard working, self-motivated, team oriented and able to maintain positivity in the face of adversity. All candidates must successfully pass a federal background check before hire. Applicants must have a clean driving record as well as the ability to obtain and maintain a California Class C Driver's License with Passenger Endorsement. Must possess and maintain current First Aid and Adult CPR certifications. Wilderness First Aid or higher certification preferred but not required. Successful candidates must demonstrate a deep commitment and passion for the mission and values of Big Sur Land Trust.

DIRECT REPORTS

- Camp Coordinator/s (1-2)
- Sr. Camp Counselors (1-2)
- Jr. Camp Counselors (4-6)
- Operations intern (1)
- Camp cook (1)

CRITICAL SUCCESS FACTORS

- Positive community engagement focus.
- Devotee of health benefits resulting from time spent outdoors.
- Outdoor leadership experience.
- Performance management skills.
- Risk management focus.
- Communication skills.
- Youth development knowledge.

WORKING CONDITIONS/PHYSICAL EFFORT

While performing the duties of this job, the employee is regularly required to be very active and often requires standing, walking, hiking, bending, kneeling, stooping, crouching, crawling and climbing during programs. The employee must frequently lift and/or move items over 50 pounds. This position also requires individuals to work in a variety of outdoor settings.

This Job Description is intended to describe the general nature and level of work being performed. It is not meant to be construed as an exhaustive list of all responsibilities, duties and skills required by this job classification.

At Big Sur Land Trust we strive to sustain the highest level of employee satisfaction, engagement, and a culture of trust, respect and inclusion. We actively work to ensure a positive team environment where individuals are comfortable with expressing diverse views and opinions and sharing power and responsibility for BSLT's mission.

Please send all application materials to tfarrington@bigsurlandtrust.org and provide the following:

- Resume with at least three references.
- Cover letter. Please tell us more about you!
- At least two letters of recommendation supporting your passion for and ability to lead youth programs in a variety of settings including wilderness.