

## **Job Description: TNC Delta Gear Satellite Program Coordinator**

*TNC Mission: The Nature Connection strives to inspire our communities to connect to nature. We promote healthy lifestyles through educational, fun, and energized outdoor experiences.*

**Classification:** Non-profit project of the Delta County School District, Hotchkiss, Colorado; K-12 and community outdoor education

**Location:** The Fort Uncompahgre Interpretive Center Delta, CO 81416

**Effective Date:** Open until filled; Start date tentatively June 1, 2018

**Positions:** 1 available

### **Job Summary:**

The Outdoor Program Coordinator will be a contributing member of The Nature Connection and Fort Uncompahgre Interpretive Center and will concentrate on providing opportunities that encourage youth, adults, and families to expand their outdoor experiences. The Outdoor Program Coordinator will create progressive and intentional programs that help participants broaden their personal growth, enhance interpersonal relationships, and foster appreciation of the natural environment. Additionally, the Outdoor Program Coordinator will serve as the on-site Camp Director in the summer months (June-July-August) and oversee all Part Time Interns. Under the supervision of TNC Program Director, the TNC Delta Gear Satellite Program Coordinator will have the following responsibilities including, but not limited to:

**Responsibilities:** Develop, manage and implement seasonal outdoor programming and initiatives including outdoor skills series, special events/camps, and/or management of the program activity areas.

- Ensure that outdoor program events, activities and staff meet quality, consistency, and safety guidelines
- Ensure the curriculum developed for all activities meets all organizational standards and criteria, while meeting the needs of participants from a diverse population.
- Oversee daily operation of the summer camp including food service and health care
- Oversee the satellite gear library and interns; coordinate with TNC Program Director for ongoing gear needs
- Provide superior client service to all campers, parents/families, staff, volunteers and vendors
- Assist with the development and implementation of outcome evaluation to effectively measure the success of program delivery
- Collaborate with The Nature Connection staff to plan program initiatives, strategic initiatives, marketing strategies and business operations to promote outdoor programming, to ensure increased participation
- Monitor, collect and report on financial and statistical data related to assigned areas. Ensure the prompt handling of all financial obligations

**Skill Requirements:**

- Bachelor's Degree in related field; or a minimum of three years of experience in organized camp leadership and program development, delivery and evaluation, business and operating procedures, marketing and strategic planning
- Self starter, have vision, make sustainable after position is up and invest in program
- Outdoor enthusiast: Experience with, or willingness to learn about TNC outdoor pursuits
- Social media, marketing, general computer skills
- First Aid certificate
- Proven ability to grow participation in youth camp program, outdoor and/or environmental education, recreation administration, and/or similar area.
- Excellent written and verbal communications skills; effective facilitation, conflict resolution, and presentation skills. Can work with people of all ages
- Strong goal setting, project planning, budget management, organization, and follow-through skills.
- The physical demands: The employee may sit and/or stand for long periods, and operate office equipment manually. Must be able routinely lift 15 pounds and occasionally lift and/or move up to 25 pounds
- Ability to work flexible hours, evenings and weekends
- Minimum age: 25 years

**Compensation:** \$17.00/hour

**Time:** 40 hours/week tentatively from June 1, 2018 through October 2018; work schedule will include weekdays, and may include weekends and holidays as needed, plus school breaks.

**Please Submit:**

1. Resume with cover letter
2. Three references
3. Top candidates will be selected for an interview by TNC Executive Director, Program Director, and Fort Representative.

Send application package to: [priscilla.williams@deltaschools.com](mailto:priscilla.williams@deltaschools.com)