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## OPERATIONS DIRECTOR JOB DESCRIPTION

**Job Title:** Operations Director, Grand Canyon Youth, Inc.

**Location:** Flagstaff, Arizona

**Applications Invited until:** May 4, 2015

**Anticipated Start Date:** June 1, 2015

**To Apply:** Please submit a resume, cover letter and a minimum of three references. References will only be contacted if the candidate is one of the finalists. Applications should be submitted in person or via email [emma@gcyouth.org](mailto:emma@gcyouth.org) to Executive Director, Emma Wharton.

### Compensation:

- **Salary:** \$32,500/year with opportunities for annual cost of living/merit raises depending on available funds
- **Benefits:** Health & Dental Insurance, Retirement, Cell Phone Stipend
- **Schedule:** Flexible schedule that varies by season; some nights and weekends; average 40 hour work week
- **Organizational Culture:** Mission driven, teamwork focused, improvement motivated, fun atmosphere

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### OVERVIEW

The Operations Director for Grand Canyon Youth (GCY) is responsible for organizing and implementing the logistics for our multi-day river programs. This includes but is not limited to: maintaining the warehouse and equipment and hiring/training guides and drivers. The position includes assisting the executive team with organizational development. The Operations Director must demonstrate the ability to develop and maintain professional relationships with employees, youth participants, parents, volunteers and various community partners and businesses.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Organizational Duties

- Hiring, training, scheduling and evaluating professional guides and drivers
- Enforcing workplace safety, policy and procedure compliance
- Assists with creation, implementation and evaluation of risk management practices
- Works with and represents GCY to contract and partner agencies
- Manages interns, apprentices and warehouse volunteers
- Maintains effective professional communication with various stakeholders
- Maintains organizational records
- Assists with fundraising
- Works as part of the executive team to strengthen the GCY program

#### Operational Duties

- Ensures that warehouse and river equipment is organized and well maintained

- Responsible for equipment purchasing
- Food purchasing and menu creation
- Arranging all the transportation logistics for participants and gear

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## SKILLS AND KNOWLEDGE

- Advanced knowledge of river outfitting operations
- Superior organization skills and ability to formulate efficient systems
- Ability to communicate and delegate tasks
- Creative and efficient problem solving skills
- Demonstrated ability to innovate, rather than maintain the status quo
- Strong ability to multi-task and prioritize short and long-term needs
- Ability to respond to the unexpected with a cool head
- Physical ability to lift and move potentially heavy and awkward objects
- Excellent verbal and written communication skills
- Ability to document and communicate details
- Strong work ethic
- Ability to function well in a busy work environment (including a shared office with frequent interruptions)
- Ability to work independently
- Practical knowledge and experience using a variety of equipment including, but not limited to database, printer, fax machine, multi-line telephone, copier, email, word processing, spreadsheets, and power tools
- Flexibility
- Sense of humor

### Minimum Qualifications:

- 3-5 years professional experience in the river rafting industry
- Bachelor's degree and/or any combination of education, training and experience which demonstrates the ability to perform the duties of the position
- Clean driving record and ability to pass a background check
- Current Wilderness First Responder Certification

### Preferences:

- History of working with youth and/or in nonprofit management.
- Previous experience leading staff and volunteers

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**Grand Canyon Youth, Inc. is a non-profit organization. Our mission is to provide an experiential education for youth along the rivers and canyons of the Southwest in an effort to promote environmental awareness, community involvement, personal growth, and teamwork among people of diverse backgrounds. Visit [www.gcyouth.org](http://www.gcyouth.org) for more information.**

**Our ideal candidate will be dependable, trustworthy and able to follow up with and complete tasks in a timely manner. The GCY Operations Director must be very organized and whole-heartedly embrace the values outlined in our mission.**

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### NOTES:

- This position is subject to the availability of grant funds
- Grand Canyon Youth, Inc. is an equal opportunity employer