



P.O. Box 23376 Flagstaff, AZ 86002 Phone: 928.773.7921 Fax: 928.774.8941
info@gcyouth.org www.gcyouth.org

PROGRAM DIRECTOR JOB DESCRIPTION

Job Title: Program Director, Grand Canyon Youth, Inc.

Location: Flagstaff, Arizona

Salary: \$37,000

Benefits: Health, dental, vision, retirement, and cell phone stipend

Work Hours: Flexible schedule that varies by season; some nights and weekends; average 40 hour work week.

Position Open: April 1 – May 30

Anticipated Start Date: July 1, 2016

To Apply: Please submit a resume, cover letter and three references by email to Executive Director, Emma Wharton, emma@gcyouth.org

OVERVIEW

The Program Director for Grand Canyon Youth (GCY) is responsible for the preparation, correspondence and coordination of the programmatic aspects of Grand Canyon Youth's river education programs. The Program Director must have the ability to develop and maintain professional relationships with GCY staff, youth participants, parents, guides, drivers, volunteers, and community partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Development (10%)

- ◆ Manage program documents
- ◆ Develop and implement educational curriculum/goals
- ◆ Collect, create and distribute educational resources

Program Preparation (80%)

- ◆ Training teachers, parents, youth, guides, volunteers and organizations
- ◆ Act as the main point of contact with groups and participants
- ◆ Maintain and facilitate on-going communication through email, phone and in-person meetings
- ◆ Schedule and lead informational meetings
- ◆ Manage the financial aid approval process
- ◆ Conduct the health and dietary follow-up process
- ◆ Conduct debriefs and evaluations

Other Responsibilities (10%)

- ◆ Adhere and be familiar with the GCY risk management policies, procedures, and protocols
- ◆ Coordination of an on-river educational program
- ◆ Be part of the GCY team in fundraising and community events

SKILLS AND KNOWLEDGE

- ◆ Enthusiasm for working with middle and high school age youth
- ◆ Excellent verbal and written communication skills
- ◆ Superior organization skills and ability to formulate efficient systems
- ◆ Ability to document and communicate details
- ◆ High interest in experiential education and development of educational resources for outdoor and site-based education
- ◆ Creative and effective problem-solving skills
- ◆ Strong work ethic
- ◆ Strong ability to prioritize and multi-task
- ◆ Demonstrated ability to innovate, rather than maintain status quo
- ◆ Ability to function well in a busy work environment (including a shared office with multiple interruptions)
- ◆ Practical knowledge and experience using a variety of office equipment and programs
- ◆ Flexibility
- ◆ Sense of humor

Minimum Qualifications:

- ◆ 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
- ◆ Ability to pass a background check
- ◆ Current Wilderness First Responder or equivalent training

Preferences:

- ◆ At least two years experience working with youth and/or working in nonprofit management
- ◆ River experience
- ◆ Teaching Experience/Curriculum development

NOTES:

- ◆ This position is subject to the availability of grant funds.
- ◆ This job description may evolve as the needs of the organization change.
- ◆ Grand Canyon Youth, Inc. is an equal opportunity employer.

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.

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