



**BOYS & GIRLS CLUBS
OF THE NORTHLAND**

POSITION DESCRIPTION

TITLE: Outdoor Program Coordinator

REPORTS TO: Director of Operations

Exempt **Non-Exempt**

PRIMARY FUNCTION: Oversee the delivery of a broad range of outdoor and environmental education programs and activities at the Club's outdoor recreation facility. Supervise and evaluate program staff and volunteers.

ESSENTIAL JOB RESPONSIBILITIES:

Prepare Youth for Success

- Plan and oversee the administration of designated programs and activities that support Youth Development Outcomes in an outdoor education and recreation setting.
- Establish program objectives consistent with the organizational goals and mission.
- Ensure quality in day-to-day programs and activities.
- Maintain that members are encouraged to participate in a variety of program areas/activities and receive instruction to develop skills.

Supervision

- Demonstrate leadership and professionalism to members, staff and volunteers.
- Ensure the safety of all members, staff, and volunteers.
- Work with staff members to ensure that program areas are safe, that equipment is maintained in good working condition and that repair needs are reported immediately.
- Assign work to staff and volunteers while providing ongoing feedback and regular appraisal.
- Support training and development opportunities for staff and volunteers.

Program Development

- Work with Director of Operations to develop and facilitate a weekly program schedule that fosters outdoor education, recreation and
- Continually evaluate Club programs, reporting results according to established deadlines and addressing gender or cultural needs of members.
- Collect data and prepare regular reports as needed for programs, funding sources and other projects.
- Oversee proper record keeping including daily attendance, program participation, achievement, problems/issues, etc.

Marketing and Public Relations

- Increase visibility of Club programs via sharing daily schedules, announcement of upcoming events and dissemination of timely information through the administrative office.

ADDITIONAL RESPONSIBILITIES:

- May participate in organizational programs and/or events.
- May be required to drive Club vehicle.
- May consult with parents concerning members and Branch issues.
- May handle deposits or banking transactions on occasion.
- Assume other duties as assigned.
- Responsible for guidance and discipline of members in situations beyond the authority of Youth Development Professionals.

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of two years working in a Boys & Girls Club or similar youth organization planning, implementing and supervising activities.
- Experience in outdoor education or camp setting is preferred
- Knowledge of youth development.
- Strong communication skills, both oral and written.
- Demonstrate customer service skills.
- Group leadership skills.
- Demonstrated organizational, staff and project management abilities.
- CPR and First Aid certification.
- Valid Minnesota State Drivers License.
- May be required to drive Club vehicle

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Must be able to sit, stand or walk for extended periods of time.
- Must be able to squat or bend to communicate at youths' level.
- Must be able to lift up to 50 pounds and carry up to 10 pounds for short periods of time.
- Must be able to participate in physical activities throughout the facility, on the property and/or on field trips

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____

Incumbent

Date

Approved by: _____

Supervisor

Date