

Year-Round Program Manager Trailside Discovery Camp

Reports to: Trailside Camp Director

Compensation: Range \$13/hour-\$17/hour

FLSA Status: Part Time/ Seasonal Non-Exempt

Work Schedule: Monthly work schedules will be established. Typical weeks will be between 25-35 hours. Hours will increase during camp sessions. Over 8 hours a day will be eligible for overtime.

Supervisor: Victoria Long-Leather, Trailside Camp Director

Date Revised: July 15, 2019

Organization Background:

Trailside Discovery Camp is an environmental education camp that operates year-round, providing outdoor education opportunities to local Alaskans. One of our main focuses is our 12-week summer camps, held at Campbell Creek Science Center, Russian Jack Chalet and Spring Creek Farm. We offer winter and spring programming with the potential to expand. Trailside Discovery Camp is housed within The Alaska Center Education Fund.

Trailside Discovery Camp is seeking an organized individual who has a passion for outdoor education and wants to invest in the youth of today. The ideal candidate would be able to manage the administration of Trailside, possess the skills of managing seasonal staff, developing camp curriculum, and the ability to fundraise and cultivate local partnerships.

General Summary:

This position is responsible for supporting the camp director in the year-round operations of the camp. Accountable for coordinating paperwork and administrative tasks for the summer programs, managing staff forms, interviewing and hiring prospective staff, and is responsible for the intake, screening, and management of camper information. This position will also be responsible for running either winter or spring break camp. It will support programs and outreach throughout the year, including summer. It also assists the Camp Director in human resource, finance, fundraising, and general operations. This position is a part-time, year-round position not eligible for benefits.

Job Responsibilities:

Essential Functions:

- Respond to all forms of communication: e-mail, mail, telephone, fax.
- Collaborate with the camp office staff to improve programs for campers, including application/brochure materials, daily schedules, registration, and policies.
- Attend camp fairs and community events.

- Coordinate camper and camp staff-related paperwork.
- Maintain a variety of files and forms to document and provide reliable information relative to camper and staff records.
- Maintain & manage the camp databases, including updating contact information.
- Must have the ability to prepare online and printed forms (i.e., applications, medical forms, etc.) and other job-related documents using prescribed format and conforming to the rules of punctuation and grammar.
- Prepare and disseminate informational lists (i.e., medical, pre/after care) to the administrative staff during the summer.
- Manage & oversee Spring Creek Farm camp location, and either Winter or Spring Break camp, year-round program opportunities and our newest site, Russian Jack Chalet.
- Manage and update the camp website and camp registration portal.
- Interview and hire summer staff
- Prepare and organize workshops and events for staff training.
- Train, provide support and ensure high standards of health and safety for campers and staff
- Supervise staff as assigned
- Plan for the growth of Trailside
- Plan for the next summer
- Organize and manage High Adventure/ trip sessions
- Responsible for training, review, and updates/changes to meet the American Camp Association (ACA), federal, state, local, or other agency guidelines for accreditation standards as assigned.

Other Job Duties:

- Model appropriate behavior at all times. This behavior includes developing and maintaining proper professional relationships and boundaries with youth, colleagues, parents, visitors, etc.
- Develop and maintain positive and productive relationships within TDC to ensure clear and timely communication.
- Assist with budget creation as needed.
- Participate in meetings, conferences, and training as required.
- Act as the camp director in their absence.

Qualifications:

- Education/Knowledge/Experience
 - Minimum of two years of camp management experience
 - Minimum of two years supervisory experience
 - Previous experience of being a camp instructor is preferred
 - Excellent computer proficiency in standard office software (Word,Excel, PowerPoint)
 - Current First Aid, CPR

- Skills/Personal Qualities/Attitude
 - Passion for serving others
 - Embody TDC Values
 - Philosophical compatibility with TDC mission and youth work methods
 - Strong youth management skills
 - Excellent written and verbal communication skills
 - Detail-oriented, well organized and able to meet deadlines
 - A leadership style that focuses on communication, coaching, and support but is ready and willing to discipline appropriately as needed
 - Patience, positive attitude and sensitivity to cultural differences
 - Love of outdoors and being active
 - Ability to work nights and weekends

- Physical Requirements / Working Conditions:
 - Must be able to stand, sit, and walk for long periods of time
 - Ability to lift at least 50 pounds

The work environment is an outdoor camp environment. This means that the person will spend much time out-of-doors, which can mean exposure to extreme hot and cold weather. It also involves various activities with youth and families, requiring the ability to respond quickly to changing situations. This position requires evening and weekend work regularly.

To apply, email your resume and cover letter to trailside@akcenter.org with “Year-round Program Manager” in the subject line. Position open until filled. No phone calls, please.