

POSITION TITLE: Community Ed Outdoor Education Center: **Manager – On-Site Programs**

REPORTS TO: Babler Outdoor Education Center Supervisor

Parkway-Rockwood Community Ed is a partnership of the Parkway and Rockwood School Districts that provide high-quality programs and services that enhance the quality of life for residents. Managed in partnership with MO State Parks, the Babler Outdoor Education Center is an accessible camp facility, nestled in a valley of Dr. Edmund A. Babler Memorial State Park. Located in the heart of west St. Louis County, the OEC provides programing and rental opportunities for summer camps, school programs, scout troops, retreat groups, and community organizations.

We are seeking someone with experience to bring their vision and passion to provide leadership in the design, development, and execution of outdoor education programs, BablerWILD summer day camp, and school-based programs and curriculum.

Compensation: Full-time, non-exempt, benefits package. Salary starts at \$17.30/hour and is based on experience.

To Apply: Complete this Google Interest Form: <https://forms.gle/U3SAg7Zgo7GdpzhZ7>

You will be contacted with further questions and directions to submit an application. Please email info@prcommunityed.org or call 636-891-6647 with questions.

JOB DESCRIPTION:

ESSENTIAL FUNCTIONS:

1. Work in a cross-functional team-based environment and collaborate with others in brainstorming sessions, setting goals and problem solving.
2. Manage day-to-day operation of assigned programs. This includes but is not limited to, design of program, scheduling, management and supervision of staff, creation of curriculum and implementation of the schedule.
3. Develop new programs based on observed trends and needs assessment survey results.
4. Work closely with other Community Ed departments, school district staff and community based organizations in the development, continuous improvement and presentation of programs.
5. Ensure accepted quality program standards as well as department philosophies and guidelines.
6. Administer program evaluations and follow-up on information learned.
7. Recruit, hire, schedule and facilitate trainings for seasonal/part time staff or chaperones.
8. Identify and coordinate ongoing professional development opportunities for self and assigned staff.
9. Work collaboratively with the marketing team to create and maintain marketing plan and oversee website content.
10. Responsible for documenting essential program information, maintaining databases, producing reports and other moderately complex tasks.
11. Respond to all inquiries from the public, school districts, communities we serve and program participants.
12. Support all integral aspects of operation for the Babler OEC including the support of rentals, facility cleanliness and maintenance and the support of all programs, including those not assigned.
13. Maintain an awareness of trends and developments in the fields.
14. Perform other duties as assigned.

ESSENTIAL SKILLS AND ABILITIES:

- Exercise good judgment and discretion, especially with regards to risk management and the safety of campers, groups, students and staff in program design and implementation.
- Ability to work in a team-based environment, maintain attitudes of respect, assistance, honesty and resourcefulness.
- Demonstrate independent judgment, initiative, organizational and problem-solving skills for the successful operation of programs and services in an environment of frequent interruptions.
- Represent the Community Education department in a positive manner with internal and external audiences.
- Develop strong organizational, project management, and analytical skills that ensure consistency in operational processes, communication, and reports.
- Provide a climate for motivation and create a supportive working environment.
- Ability to interact effectively with diverse groups and individuals.
- Possess strong organizational and interpersonal skills.
- Possess excellent verbal and written communications skills.
- Ability to establish and execute priorities with minimum direction or instruction.
- Proven skill in handling multiple tasks and prioritizing assignments with attention to detail and deadlines.
- Excellent communication skills and the ability to interact effectively with diverse groups and individuals.
- Ability to legally and safely operate department vehicle on and off site to any location as required.

DUTIES AND RESPONSIBILITIES:

1. Manage day-to-day operation of on-site and site-based Outdoor Education programs. Work as on-site contact for group, oversee program success and manage problems that arise.
2. Supervise, evaluate and provide direction on work roles and responsibilities for part time and seasonal staff.
3. Serve as the direct supervisor for the program manager. Responsible for their schedule, tasks, initial and ongoing training and evaluation.
4. Create and manage employee schedules through the WhentoWork online scheduling system.
5. Develop and maintain the annual budget for all assigned programs and newly created programs.
6. Hold a working understanding of ACA standards and maintain ACA accreditation.
7. Perform other duties as assigned.

BASIC REQUIREMENTS:

1. Bachelor's degree in Recreation, Business Administration or related field preferred (or equivalent experience.)
2. Minimum three years program design and delivery experience in an outdoor setting or a non-formal education environment required.
3. Experience administering teambuilding programs preferred.
4. Minimum two years experience supervising staff preferred.
5. Comfort with public speaking and experience facilitating group experiences preferred.
6. Proficient in MS Office software applications.

EQUIPMENT USED:

General office equipment, golf cart, John Deere Gator, Truck, outdoor education and teambuilding equipment which requires setup and takedown.

WORK ENVIRONMENT:

- Outside in all weather conditions
- Within assigned building(s) located within the Parkway and Rockwood School District.
- Ability to access all locations of the Babler Outdoor Education Center while navigating natural terrain as required.
- Ability to access all locations within the Parkway and Rockwood School Districts.
- While performing duties of this job, the employee is regularly required to sit, talk, hear, walk, stand, reach and visually and audibly supervise program participants.
- Ability to bend, twist, lift and manipulate equipment, supplies and mail.
- Ability to work a flexible schedule, including nights and weekends as required.
- Ability to occasionally spend the night at the Outdoor Education Center, if program requires.
- Ability to be available by phone outside of normal business hours during peak busy seasons