

## Program Manager

Full time Exempt position/Year Round/August 2017

Salary and Benefits

Sierra Nevada Journeys' Grizzly Creek Ranch Campus, Portola, California



### WHO ARE WE?

Sierra Nevada Journeys is built on a simple premise: Science education is a necessity, and nature's classroom is a great place to teach it. Our full mission statement is to *deliver innovative outdoor, science-based education programs for youth to develop critical thinking skills and to inspire natural resource stewardship*. To achieve this mission, Sierra Nevada Journeys offers a range of programming to 20,000 students annually in northern Nevada and California:

- Our credentialed teachers create innovative, engaging curriculum for 1<sup>st</sup>-6<sup>th</sup> graders, teach in the classroom, and lead field expeditions.
- We host students, teachers and families at our Outdoor School located at Grizzly Creek Ranch, near Portola, CA, and run an epic summer camp for 8-17 year olds.
- We train teachers on how to bring engaging STEM lessons to their classrooms as well as how to utilize the outdoor classroom.
- Through our Family Science/STEM Nights, we involve families to reinforce classroom concepts.

Here at Sierra Nevada Journeys we believe that outdoor science education is not just a luxury but a necessity. Over 55% of the students we serve are from low-income families, and building capacity to fundraise enables us to help under-served students across our region.

### WHO ARE YOU?

Our program participants reflect the diversity within our communities, and we value the same on our staff. Whether you're an urbanite or mountain (wo)man, from the east coast, west coast, North Pole or Mars, you'll fit right in. Though we come from all sorts of places, what bonds the Sierra Nevada Journeys family is a deep commitment to our mission and the professional skillset to execute it.

### WHERE WE OPERATE

Sierra Nevada Journeys has three locations: our headquarters in Reno, NV, our science campus in Portola, CA, and a satellite office in Sacramento, CA. We serve students along the I-80 corridor from Sacramento, CA to Fallon, NV, with the majority of students clustered around our three locations.



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### ABOUT GRIZZLY CREEK RANCH

The [Residential Programs Coordinator](#) works at our Grizzly Creek Ranch Campus in Portola, CA. The campus is situated among 1,500 acres of pristine yellow pine forest. Built in 2003, Grizzly Creek Ranch offers excellent program resources, including a challenge course, hiking trails, archery range and garden. The campus is within convenient travel distance to Lake Tahoe, Reno, Reno/Tahoe Airport and Plumas National Forest. It is also within three hours of Sacramento and four hours of the San Francisco area. The Residential Programs Coordinator lives in the town of Portola, which is about five miles from campus.

### JOB DESCRIPTION

We are seeking a Program Manager with experience delivering and organizing outdoor school programs and summer camps. The Program Manager must be a highly organized professional who can effectively facilitate incredible weekly programs while managing the program instructors and supporting staff.

The Program Manager will be responsible for managing program preparation, coordination and facilitation of daily activities and maintaining a supportive and collaborative work environment with Residential Outdoor Science Instructors, summer counselors and Sierra Nevada Journeys operations staff. The Program Manager will also be directly responsible for training, managing, and evaluating the Outdoor Science Instructors throughout the year. During the fall/spring the Program Manager will primarily focus on outdoor science school programs. During the weekends and summers, the Program Manager will manage delivery of special needs, leadership development, and traditional summer camp programs. The Program Manager will foster a culture of balanced outdoor educational/recreational activity in program delivery. During the winter, the Program Manager will deliver limited programming, often as a direct instructor as our seasonal programs instructors roll off contract. During this 'down-time', the Program Manager will be primarily focused on projects improving curriculum, training, hiring and operations.

Join a staff that is committed to constantly improving our outstanding outdoor education programs. Please send resume, cover letter, and list of three professional references to [jobs@sierranevadajourneys.org](mailto:jobs@sierranevadajourneys.org). In the subject line of your email please include "Program Manager" and your last name.

### AREAS OF RESPONSIBILITY

- Hire and train staff to ensure high quality program delivery
- Manage delivery of high quality residential STEM education programs
- Manage delivery of community programs (special needs, leadership development)
- Manage and mentor the Coordinating Instructors with creating schedules, leading meetings, corresponding with teachers, and handling logistics when group is onsite



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- Handling student behavior challenges
- Work with teachers or group leaders to ensure residential programs run smoothly
- Facilitating parent meetings at local schools
- Continuous revamp of curriculum and supplies
- Actively be on site while programs are in session
- Ensure all programs are safe and meet local, State and American Camp Association requirements
- Management and evaluation of residential program staff, empowering them to excel
- Oversee Summer Camp prep, logistics, and training
- Facilitate staff trainings/weekly meetings/professional development
- Work with Campus Operations Manager for facility needs (housekeeping, maintenance and food service)

### REQUIRED QUALIFICATIONS

- A passion for working with students and making a difference through education
- 1-3 years' experience managing staff and overseeing outdoor school programs
- Current teaching credential and/or related experience
- Be proactive and organized
- Ability to manage multiple tasks and to be accountable to deliverables
- The ability to take the initiative, think entrepreneurially, and work independently
- Experience developing curriculum and training new instructors / teachers
- Ability to pass background check
- Ability to lift up to 50 pounds and hike up to seven miles
- Current Red Cross First Aid & CPR
- MUST have a positive "can do" attitude

### PREFERRED QUALIFICATIONS

- Bachelors in related field
- WFA/WFR Certifications

### COMPENSATION AND BENEFITS

- Live, work, explore and recreate in beautiful [Plumas County](#)
- Dynamic work environment
- Innovative company focused on improving outdoor education delivery
- Competitive Salary (depends on experience)
- Medical, Dental and Vision benefits
- Professional development towards outdoor education leadership or classroom teaching goals
- We support our staff to reach their highest height through references, letters of recommendation, and introductions to new opportunities



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*We are proud to be a 2014-2017 finalist for Best Places to Work  
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