Camp Arroyo Outdoor Education Director

Organization:
Web of Life Field (WOLF) School
wolfschool.org

Location:
Livermore, CA

Details:
WOLF School is seeking a Director for Camp Arroyo Outdoor Education. Camp Arroyo is a state-of-the-art, green-built facility featuring environmentally friendly design and features. Located in the hills overlooking Livermore, just east of the San Francisco Bay Area, Camp Arroyo is the perfect location for California outdoor environmental education. Our K-12th grade residential outdoor education and team building programs inspire California’s students to explore, discover, and learn through exciting field study activities, group building initiatives, fun songs, active games, and living together in a community. Programs are led by professionally-trained naturalists, are California State Standards-based, and support Next Generation Science Standards (NGSS), giving students the opportunity to make hands-on connections between classroom learning and the world around them in a safe and positive outdoor environment.

The Camp Director will work as part of the WOLF Team to serve over 3,000 children and adults each school year at the WOLF Camp Arroyo Outdoor Science School, during the summer at The Taylor Family Foundation Summer Camps, and for non-profit weekend retreat groups.

Areas of Responsibility Include:

Program
• Participate in the design, implementation and evaluation of curriculum and program offerings for WOLF Programs and other programs
• Develop and maintain positive relationships between client schools, program staff, facility staff, stakeholders, and participants
• During environmental education programs, be on-call and available to teach as needed

Supervision
• Provide on-site and overnight on-call supervision to education staff
• Provide supervision, positive discipline, and support to participants for the duration of the environmental education programs
• Provide supervision and leadership of Camp Arroyo/WOLF/UCCR health and safety program including any incidents and use of emergency response plan
• Hire, supervise, encourage, motivate, review employees including Housekeeping
• Coordinate with Food Services Director in support of program and group needs

Administration
• Lead and participate in staff meetings and training sessions as directed
• Prepare and maintain equipment and supplies
• Provide leadership, training, educational opportunities, and evaluation to staff as directed
• Participate in marketing and assist with development of the annual budget
• Provide financial and administrative oversight of assigned budget areas in coordination with WOLF School Director
• Maintain appropriate, accurate records and implement WOLF/UCCR policies and maintain compliance with California Labor Law as directed
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Site Supervision
• Coordinate and cooperate with East Bay Parks Maintenance Team which provides all maintenance to cooperatively ensure that all facility systems are in compliance with health and safety codes and other regulations and partner standards
• Work with WOLF Director to manage issues in program, kitchen, housekeeping through partners, volunteers, or contractors
• Oversee housekeeping function to ensure cabins and other use spaces are inviting to customers
• Provide and schedule ongoing safety inspection of campsites, grounds, and buildings, daily litter removal, daily restroom cleaning and restocking, general cleaning of walks and picnic areas
• Interface with regulatory agencies as needed
• Work in other areas of the site when needed to assist to perform job duties, as needed

Qualifications
• Three years’ combined experience in environmental education program, curriculum design and implementation, camp facility management or equivalent
• Possess a Bachelor’s degree
• Passing DOJ, FBI and NSOPW background checks
• Proven supervisory and leadership skills
• Hold a valid driver’s license and good driving record or willingness to obtain
• Current CPR and First Aid certifications or willingness to obtain
• Able to pass TB test
• Willingness to live at and work in a camp setting
• Ability to work weekends and holidays

To Apply: Send resume and cover letter to Heather Butler, WOLF School Director
Position is open until filled.

Compensation Information:
• Competitive annual salary
• Paid vacation and paid sick leave
• Paid medical; dental and vision benefits are available
• 403(b) retirement plan with company match