



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: **Outdoor Environmental Education (OEE) Assistant Director** Job Grade: **N 07**

FLSA Status: Non-Exempt
Reports to: OEE Senior Director

Location: Camp
Date:

POSITION SUMMARY:

Works closely with the OEE program directors to provide mentorship, leadership and instruction for the OEE program. Performs a leadership role in the OEE program and assists in scheduling, staff trainings, and mentoring staff to help deliver a quality OEE Program for students, providing each participant with the opportunity to develop physically, mentally, spiritually and socially. Provides a quality experience to students focused on YMCA core values: honesty, respect, responsibility, and caring.

KEY RESPONSIBILITIES:

Planning and Program Delivery:

- Teach classes and facilitate activities as needed.
- Help create a safe and educational environment that fosters curiosity and appreciation for the natural world.
- Conduct and assist with off-site programs, including slide shows for schools, cabin leader trainings, and marketing opportunities such as staffing a booth at a fair, as needed
- Support summer resident camp
- Support adventure and group programs, as needed.
- Create and maintain a positive working relationship with all YMCA Camp Seymour departments.
- Maintain all equipment and supplies in good order.
- Assist OEE Directors with curriculum enhancement and development.
- Work with the OEE Directors to resolve any program or staff issues that may arise.
- Lead and or attend off-site programs, informational meetings, and promotional events, as needed

Supervision:

- Assist in supervising the OEE team of Naturalists.
- Assist in supervising OEE volunteers.
- Work in collaboration with senior management to review and evaluate staff performance.
- Ensure the creation of weekly and daily schedules for Naturalists.
- Ensure that all mandatory training is scheduled and completed.

Financial Development and Philanthropy:

- Meet performance measurement through annual giving, major gifts, and/or endowment by telling the Y story and raising charitable dollars to fulfill our mission.
- Assist staff leadership team in reaching campaign goals through recruiting campaigners, making personal asks and supporting branch events.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

- Must frequently lift or move up to 50 pounds and occasionally lift or move a higher amount.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Will need to plan and participate in programming outdoors in all weather conditions.

QUALIFICATIONS:

- Bachelor's Degree, preferably in environmental studies, natural resource management, or the natural sciences.
- A minimum of two years' experience in the field of outdoor and environmental education, and demonstrated ability to work with members and staff of all ages.
- Basic understanding of the YMCA, its mission, goals and objectives and how these are essential to the operation of YMCA Camp Seymour
- Positive attitude and previous experience with school aged children and diverse populations.
- Knowledge of ecological concepts and camp activities.
- Current CPR for the Professional, AED First Aid and Oxygen certifications. Lifeguard certification preferred.
- Online trainings and Child Abuse prevention training within 30 days of hire date and other required trainings within 60 days

YMCA Competencies (Team Leader):

It is important to note that job competencies are developed over time and represent the compilation of multiple abilities and knowledge required for success. It is also important to note that no one competency, of the 18, stands alone. Each competency is important and depends upon the other competencies to be supported and enhanced. The following have been identified for this position:

- **Mission Advancement:**
 - Models and teaches YMCA values.
 - Ensures a high level of service with a commitment to changing lives.
 - Provides volunteers with orientation, training, development, and recognition.
 - Cultivates relationships to support fund-raising.
- **Collaboration:**
 - Champions inclusion activities, strategies, and initiatives.
 - Builds relationships to create small communities.
 - Empathetically listens and communicates for understanding when negotiating and dealing with conflict.
 - Effectively tailors communications to the appropriate audience.
 - Provides staff with feedback, coaching, guidance and support.
- **Operational Effectiveness:**
 - Provides others with frameworks for making decisions.
 - Conducts prototypes to support the launching of programs and activities.
 - Develops plans and manages best practices through engagement of team.
 - Holds staff accountable for high-quality results using a formal process to measure progress.
- **Personal Growth:**
 - Shares new insights.
 - Facilitates change; models adaptability and an awareness of the impact of change.
 - Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance.
 - Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. This job description does not constitute a contract of employment and the YMCA of Pierce and Kitsap Counties may exercise its employment-at-will rights at any time.

I understand the requirements, essential functions, and job duties of this position.

Employee Name (Print):

Date:

Employee Signature:

Date:

Supervisor Signature:

Date: