



Programs Manager JOB DESCRIPTION

CGOA is inviting applications for our position of Programs Manager. Under the direction of the Program Director, the Programs Manager is responsible for the planning and implementation of programs including risk management, pre and post trip administration, supervision of program staff and volunteers, and assistance with outreach and promotion. The Programs Manager spends approximately 65% of their time in the field and 35% in the office administering programs and staff.

Responsibilities:

- Plan and oversee all aspects of outdoor recreational programs
- Assist in the training and supervise of program staff. Staff numbers fluctuate from 4-8.
- Prepare and submit program budgets/ maintain program expenditures
- Maintain relationships with land use agencies, community partners, and negotiate use contracts
- Assist with community relations and fundraising efforts
- Meet monthly and annual program goal and objectives, reporting on these efforts on a monthly basis
- Keep up to date on current adaptive outdoor recreation techniques and changes in the field.
- Effectively manage, recruit and train volunteers

Applicant MUST have:

- BS/BA degree in related field or comparable number of years working in the field.
- Proven and effective supervisory and management experience
- Direct work experience in outdoor adventure programming
- Excellent interpersonal skills & a love for working with special populations
- Evening and weekend availability. Position will lead evening and multi-day trips on a regular basis
- Current Wilderness First Responder Certification
- Valid driver's license and excellent driving record

It is preferred that applicants have:

- Advanced level downhill ski, whitewater rafting, and experience leading trips
- Experience working with people with disabilities and diverse populations

Interested Candidates: Direct pertinent cover letter, resume, and references to Bryce Patten, Program Director, 335 N. 100 E. Logan, Utah 84321 or email is acceptable, **Bryce.cgoa@gmail.com**

Additional information about Logan, Utah

<http://www.usu.edu/>

<http://www.loganutah.org/>

<http://www.visitloganutah.com/>

<http://www.fs.usda.gov/recarea/uwcnf/recarea/?recid=8985>