



## **PROGRAM DIRECTOR / JOB DESCRIPTION**

CGOA is inviting applications for the position of Program Director. Under the direction of the Executive Director, the Program Director is responsible for the planning and implementation of programs, management of program staff and volunteers, and assistance with outreach, promotion, and fundraising. The Program Director spends approximately 60% of their time in the field and 40% in the office managing programs and staff.

### **Responsibilities:**

- Oversee all aspects of outdoor recreational program (recruitment, planning, implementation)
- Effectively recruit, hire, train, and supervise program staff. Staff numbers fluctuate from 4-10.
- Purchase, maintain, and inventory program equipment
- 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 engage volunteers and encourage others to volunteer for CGOA
- Maintain fleet of vehicles. Oversee federal and state motor vehicle permitting and reporting
- Create a positive and professional environment while promoting program policies and procedures
- Communicate clearly, honestly, and respectfully with participants, staff, donors, and volunteers.
- Other duties as specified.

### **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 adaptive outdoor adventure programming
- Excellent interpersonal skills & a love for working with special populations
- Evening and weekend availability
- Current Wilderness First Responder Certification
- Valid driver's license and excellent driving record
- Successful completion of a background check
- Excellent communication skills
- Ability to be flexible, creative and adaptable to situations
- Demonstrated history of responsibility, dependability and maturity
- Independent, intermediate skills in alpine skiing, whitewater sports, and general outdoor recreational activities.
- Ability to consistently lift, carry, and load equipment that weighs 50 lbs+

**It is preferred that applicants have:**

- Advanced level whitewater rafting skills (oar and paddle raft)
- Advanced level alpine ski skills with knowledge of adaptive ski techniques
- Experience working with people with disabilities in outdoor recreation setting

**Interested Candidates:** Direct pertinent cover letter, resume, and references to Sammie Macfarlane, Executive Director, 335 N. 100 E. Logan, Utah 84321 or email is acceptable, [sammie@cgadventures.org](mailto:sammie@cgadventures.org)

Additional information about Logan, Utah

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

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

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

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