

JOB DESCRIPTION

Job Title: Youth Outdoor Programs Manager
Location: Monterey Office, various BSLT lands & remote
Department: Community Programs
Reports to: Director of Community Programs



Big Sur Land Trust (BSLT) is a non-profit organization with a mission to inspire love of land across generations, conservation of our unique Monterey County landscapes, and access to outdoor experiences for all. Founded in 1978, our legacy includes conserving over 40,000 acres and increasing access to public parklands throughout Monterey County. Our work promotes:

- **Healthy Lands:** Conserving and caring for the magnificent natural landscapes, habitats, and waterways of our region to ensure a sustainable future.
- **Healthy People:** Providing opportunities for all who live in and visit Monterey County to experience the healthful benefits associated with access to parks and open spaces, fresh food, clean air and water, and a deep connection to nature.
- **Healthy Communities:** Engaging in partnerships where conservation and civic participation increase community vitality, economic prosperity, and social equity.

About Youth Outdoor Programs

In many of our communities, various barriers prevent youth from spending time outdoors in the awe-inspiring landscapes of our county. BSLT's Youth Outdoor Programs were developed to increase equitable, inclusive nature access and decrease barriers for participation in nature immersion programming. Youth Outdoor Programs nurture an enduring bond to the natural world and a sense of belonging in wilderness spaces while promoting positive personal development and resilience. Big Sur Land Trust seeks to increase the representation of people of color and individuals from low-income communities in nature-related recreation and career fields. The Youth Outdoor Programs continuum includes day camps and multi-day/overnight camps on Big Sur Land Trust properties; a Youth Leadership Series, offering paid professional experiences for camp alumni; and Nature at Home programming, offering activities that highlight the presence of nature in our everyday lives regardless of where we live. Through these diverse experiences, BSLT's Youth Outdoor Programs awaken creativity and spark curiosity, while developing a rising generation of leaders with a strong conservation and stewardship ethic who advocate for themselves and their communities' needs.

Partner-Based Programs

Big Sur Land Trust partners with value-aligned community organizations, schools, and youth clubs to serve Monterey County youth from low-income households, youth of color, youth who identify as LGBTQIA+, and youth who otherwise experience access barriers and/or are new to outdoor experiences.

General Description

Under the direction of the Director of Community Programs, the Youth Outdoor Programs Manager is responsible for the overall planning, administration, operations, and implementation of the wide range of BSLT's Youth Outdoor Program activities. This position will supervise one full-time Youth Outdoor Programs Field Lead and oversee the recruitment, training, and leadership development of seasonal support teams (BSLT youth leaders and camp alumni ages 15-19). Additionally, this position supports

grant research, writing and reporting relevant to Youth Outdoor Programs and offers general assistance for organizational events, hikes, and community engagement functions as needed.

Essential Duties and Responsibilities

- **Planning:** Work with the Director of Community Programs to plan three seasons of outdoor programs for youth annually, co-develop and manage the annual program budget, collaborate with value-aligned camp program partners on community outreach and youth engagement throughout Monterey County, and establish goals, content, and age-appropriate activities in alignment with our mission, program values, and philosophies.
- **Administration:** Supervise one full-time Field Lead. On-board, train and manage seasonal intern/s and support teams, adhere to program budget, conduct manual data entry and camper database management, and ensure diligent adherence to all BSLT organizational and youth program policies and procedures (including child protection policy, emergency procedural plans, risk management and standard operating procedures). Assist our development team with grant research, writing and reporting related to Youth Outdoor Programs.
- **Community Outreach and Engagement:** Develop new and manage existing relationships with community and youth-serving organizations as a method for engaging youth and raising awareness of BSLT in new communities. Conduct camper family communications pre-and post-camp, support the Communications Manager by providing program content (stories, anecdotes, photos/videos) for a wide range of BSLT outreach efforts, represent BSLT and youth programs by tabling at community events, and participate in youth program/development affinity groups and networking events.
- **Program Implementation:** Manage ongoing camper recruitment throughout each season to ensure camps meet program attendance goals. Work continuously with camp partners to ensure camper applications/waivers are completed fully and on time. Develop and conduct outreach plans with partner organizations and camper families and/or supervising adults during camp time.
 - **Day Camps:** Provide the Field Lead with resources, operations and logistical support on all day camps, youth leadership training, and activities, wilderness and overnight camps as needed. Coordinate all trip/hike/transportation plans and support the Field Lead as a van driver when needed. Support meal planning for day camps and youth leadership training/workdays.
 - **Overnight Camps:** Attend all overnight camps and perform as managing lead. Coordinate all trip/hike/transportation plans for each camp. Residential camps include on-boarding and supervising a camp cook and kitchen/operations assistant as well as guest specialists and camp artist/musical clinicians. Organize and oversee a summer residential camp training for seasonal support staff and youth leaders. With support from the Director of Community Programs, ensure our child protection policy, emergency procedural plans, risk management and standard operating procedures are always followed, that all mandatory annual trainings are conducted, and annual background checks of direct camp staff are completed. With support from the Operations Manager, oversee camps vehicle fleet including scheduling preventative/needed maintenance, and ensure proper registration and insurance documentation is maintained. Oversee program equipment and supplies procurement, maintenance, storage, and inventory.
 - **Youth Leadership Program:** Develop and oversee youth leader training and service schedules, recruit program participants, establish individual leadership plans with youth,

conduct leadership trainings and/or manage relationships with independent contractors to conduct topic-specific trainings, and organize learning and leadership opportunities for youth across BSLT departments.

- **Evaluation:** Working with the Development Manager, coordinate the design and implementation of ethical, feasible and useful program evaluations.

Qualifications and Position Competencies:

- Demonstrated practice in trauma-informed care and social-emotional learning.
- Demonstrated positive community engagement skills.
- Bilingual/biliterate in English/Spanish preferred.
- Strong ethic of leadership by positive example, able to motivate and manage employees and youth participants.
- Well-developed interpersonal skills that foster internal and external consensus and cooperation.
- Well-organized, highly creative problem-solver, enthusiastic, dependable, detail-oriented and driven by excellence.
- Must be public-spirited and committed to Big Sur Land Trust's mission, values, and strategic plan.
- Able to perform and track a variety of projects and deadlines among shifting priorities. Ability to organize and coordinate diverse activities with many variables, set realistic deadlines, and manage a calendar.
- Ability to take ownership of and act independently on assigned tasks.
- Demonstrates common sense, sound independent judgement, and solid risk management skills. Feels comfortable referring difficult questions and unusual situations to Director of Community Programs.
- Ability to think creatively within established guidelines/goals.
- Demonstrated flexibility. Ability to adapt or modify processes in response to changing circumstances.
- Believe in working collaboratively as a cohesive team.
- Self-motivated and able to maintain positivity in the face of adversity.
- Possess staff supervisory, program management, and budgeting skills.
- Possess youth in wilderness and team leadership skills.
- Excellent oral and written communication skills.
- Must be able to successfully pass a federal background check before hire.

Education and Experience:

- Bachelor's Degree in related field preferred or relevant coursework/work experience related to the specific field preferred.
- 5-7 years of progressively responsible experience including skills related to the position such as experience working with youth, including youth from low-income households, youth of color, and youth who identify as LGBTQIA+.
- Proficiency with Microsoft Office applications including Office 365, MS Word, Excel, PowerPoint, and Outlook. Experience with database systems is a plus.
- Should possess and maintain current First Aid and Adult CPR certifications. Wilderness First Aid or higher certification preferred but not required. Assistance provided if needed. Must have a clean driving record as well as the ability to obtain and maintain a California Class C driver's license.

Physical Requirements and Work Environment:

- While performing the duties of this job, the employee is regularly required to be highly active and often requires standing, walking, hiking, bending, kneeling, stooping, crouching, crawling, and climbing during programs.
- The employee must frequently lift and/or move items over 50 pounds.
- The employee is required to safely drive a 12-15 passenger van.
- This position requires individuals to work in a variety of outdoor settings and weather conditions.
- Ability to work remotely on occasion with supervisor's prior approval.
- While performing the duties of this job, the employee may be required to sit at a desk or computer workstation, climb, push, pull, and occasionally move equipment.
- The noise level in the work environment is usually moderate.

This job description is intended to describe the general nature and level of work being performed. It is not meant to be construed as an all-inclusive list of responsibilities, duties and skills required by this job classification.

Big Sur Land Trust strives to sustain the highest level of employee satisfaction, engagement, and a culture of trust, respect, and inclusion. We actively work to ensure a positive team environment where individuals are comfortable with expressing diverse views and opinions and sharing power and responsibility for BSLT's mission.

Compensation: \$55k to \$60k annually commensurate with experience.

Benefits: Big Sur Land Trust offers a competitive benefits package including an extensive health plan, which includes medical, dental, and vision coverage and life insurance; contributions to a 403(b) retirement plan; and paid holiday, vacation, and sick leave.

Big Sur Land Trust is committed to building a diverse workforce. Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics.

- **How to Apply:** Interested applicants are encouraged to submit a cover letter, resume, and at least two letters of recommendation supporting your abilities as a youth worker by email to tfarrington@bigsurlandtrust.org.

The position is available immediately and will remain open until filled.

For more information about Big Sur Land Trust, please visit www.bigsurlandtrust.org.