



### **Program Director • Job Description 2024:**

The Program Director tends the heart of Journeys' transformational growth experiences, directing Wilderness Rite of Passage Programs for both youth and adults, in addition to leadership training, community and contract programs. As Program Director, you'll play a pivotal role in the success of our organization, reporting to the Executive Director and working closely with the Office Manager, Seasonal Program/Basecamp Manager, Interns and Board of Directors. Your responsibilities encompass all facets of program development and delivery.

This is an exempt position and in the summer can require long hours, working evenings and weekend hours. During the rest of the year, depending on the needs of the school year or community programs, some irregular hours may apply.

### **Key Responsibilities:**

#### **Deliver High-Quality Programs**

- Recruit, hire, and train exceptional program staff.
- Lead staff training and organizational development initiatives.
- Along with other Staff, facilitate and direct Severance and Incorporation Ceremonies for Rite of Passage programs, as well as other program events as necessary.
- Design the program schedule with the Journeys Team and coordinate at basecamp parent circles, elder's councils and all aspects of the program .
- Establish and maintain procedures and standards related to program logistics, including vehicles, transportation, itinerary, permits, food, equipment, supplies, paperwork, and facilities in coordination with other members of the administrative team.
- Design/Manage/Oversee Details for School Year and Community Programs during off-season as aligned with the organizational mission and contribute to its evolution..
- Develop and ensure effective safety and risk management standards and procedures.
- Oversee registration and participant screening systems in coordination with the Office Manager

- Proficiently manage technology resources, including online registration systems, data management systems, and collaborative business software with the overall team
- Guide the process of refining organizational systems and documentation to accurately represent the evolving objectives of Journeys.

### **Maintain and Develop Journeys' Curriculum**

- Continuously refine program offerings and curriculum.
- Collaborate closely with core program staff, including advisory council(s).
- Develop and implement systems for evaluating program quality and staff performance, integrating improvements as needed.
- Facilitate program staff feedback sessions.
- Create and manage a staff manual and curriculum resources.
- Supervise contract and custom programs, developing curriculum and ensuring exceptional program delivery.
- Foster the development of new programming as appropriate.

### **Champion Journeys' Programs through Outreach & Marketing**

- Collaborate with graphic designers to create compelling print and online materials.
- Enhance Journeys' brand as a central hub for Rite of Passage programs, knowledge, and training.
- Select and participate in events that align with promoting Journeys' mission and programs.
- Cultivate and expand our community of supporters to amplify Journeys' mission and programs.
- Oversee the production and maintenance of an engaging online presence, including the website, social media platforms, blogs, and online community updates.
- Establish and maintain connections with Journeys' professional networks and like-minded organizations, such as Wilderness Guides Council and Youth Passageways.

### **Additional Roles and Responsibilities**

- Collaborate with the Executive Director to develop and manage program budgets.
- Assist with the registration process by handling higher-level communications with participants and families.
- Provide supervision and collaborative support to the Office & Program Coordinators, Basecamp Manager, and program-related interns and volunteers.

- Collaborate with the team for maintenance of Journeys' basecamp, working closely with the Office Manager, Summer Basecamp Manager and volunteers. Ensure optimal functionality of office space and basecamp systems, contributing to a conducive work environment.
- Contribute to overseeing the purchase and care of gear, food and vans.
- Synthesize input from staff, board of directors, and stakeholders to create cohesive and impactful organizational statements through monthly board reports and marketing initiatives.
- Represent Journeys positively to participants, parents, Songaia, and the public.
- Ensure that staff members embody Journeys' image both in the world and online.
- Yearly time in the field when possible to stay in touch with the work we do, in particular stepping into the field if we have a last minute substitution need for guides.

### **Requirements:**

- Minimum age of 21.
- Physically capable of participating in Journeys' activities.
- Successful completion of a criminal background check.
- Satisfactory driving record.

### **Desired Qualifications:**

- Four or more years of outdoor program management experience with a professional interest in at least one of the following areas: working with youth in a therapeutic or educational environment or working in rites of passage/vision fast work.
- Experience in leading wilderness expeditions and expertise in best practices for wilderness travel and risk management.
- Exceptional facilitation skills suitable for working with youth and adults.
- Outstanding interpersonal communication skills and the ability to build strong relationships with individuals from diverse backgrounds.
- Experience in developing and delivering staff training.
- Wilderness First Responder Training or willingness to get up-to-date.
- A passion for empowering resiliency and resourcing for the next generation and their families..
- Competency in risk management, crisis response, and conflict resolution.
- Interest or experience creating equitable and inclusive environments that are sensitive to people's needs, interests, identities, and experiences; commitment to create just policies, systems, and programs. Experience with diversity Equity and Inclusion practices.

## Desired Personal Capacities:

- Confident and compassionate leadership skills.
- Strong organizational and problem-solving abilities.
- Willingness to engage in and facilitate deep, soulful inquiry.
- Ability to balance big-picture thinking with attention to detail.
- Skilled in managing people in a supportive manner.
- Self-awareness and the ability to thrive in a collaborative environment.
- Good communication with a team in a busy, multi-faceted work environment.
- Ability to self-supervise, move towards goals in a timely way.
- Commitment to personal development and an openness to learning and growth.
- Flexibility.
- A good sense of humor!

## Compensation

\$50,000-\$58,000 Salary based on experience, 4 weeks paid vacation per year and a stipend for healthcare. Comp time possible for weekend or evening work during the off-summer season.

## Location

- Must be Seattle-area based or be in person at basecamp for July and August with the ability to work remotely off and on during other times of the year.
- Office/Summer Basecamp in Bothell, WA. . Wilderness Programs take place in Olympic and Cascade Mountains and might require travel.
- October-April: Flexible schedule, can work remotely at times with Executive Director approval.
- June-August: Schedule based on program events at Summer Basecamp. Time off in July/August is not often possible.

*Rite of Passage Journeys does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors and clients.*

*Join us in creating transformative experiences at Rite of Passage Journeys!*

*Submit Applications: [info@riteofpassagejourneys.org](mailto:info@riteofpassagejourneys.org) with cover letter and resume. Applications are being taken immediately and start date could be as early as June 6th for the right candidate.*