



Job Title: Table Rock Program Director

Department: Program

Reports To: Director of Operations

FLSA Status: Full Time Exempt (9 months)

Location: Table Rock Base Camp

Supervision: APD, Site Manager, Course Directors, Logistics Manager, Kitchen Manager, Head Climber

Summary:

The Program Director position is responsible for setting a high standard of excellence in regards to the leadership, management and development of the program and base camp to ensure that the North Carolina Outward Bound School conducts safe, meaningful and high quality programs for its students and staff.

Essential Duties and Responsibilities:

Program & Safety Management:

- Manage all NCOBS courses conducted out of the base, and ensure they remain true to the mission, values, and principles of NCOBS.
- Ensure all programs adhere to the OBUSA and NCOBS safety policies and procedures as well as Local Operating Procedures and administrative directives. Update LOPs annually.
- Manage and share base on-call system and fill role of Base Camp Incident Commander for emergency response. Ensure base management team is prepared and trained on incident response and investigation.
- Participate in, support and document internal investigations under the direction of their supervisor, Education & Safety Coordinator, HR Director or designee.
- Create course schedules, instructional pairings and other program quality duties.
- Develop and manage all facilities, systems and resources at the base. This includes overseeing the base opening and closing.
- Ensure maintenance of gear, safety equipment and base-used sites occurs regularly and as needed. Work with Resource Manager to assure all necessary purchases are made prior to each season.
- Manage relationships with local land managers and public agencies and work with Resource Manager to ensure permits are in order. Maintain relationships with service providers.
- Ensure environmental and community stewardship of course areas and activity sites.
- Work with Student Services and Director of Operations/designee to address student issues as they arise.
- Review and respond to course paperwork. Ensure Course Reports are completed and reviewed; expedite Incident Reports that are Near Miss or Worker's Comp. related.
- Design and implement plans for oversight and use of base during "off season."
- Conduct field visits to assure quality and safety of programming.
- Regularly communicate safety and quality information to supervisor, Program Team and other appropriate administrative staff.

Staff Development & Management:

- Lead hiring, development and performance decisions on all base staff (homefolk). Work with the Human Resource department on issuing agreements, and addressing performance, development and pay issues.
- Supervise the Associate Program Director, Resident Course Director (if applicable), Course Directors, Logistics Manager, Site Manager, Kitchen Manager and Head Climber.
- Review all staff evaluations and assure communication on performance. Organize and participate in mentoring system which includes completion of professional summaries.
- Assist Staffing Coordinator with hiring, on-boarding and scheduling as needed.



- Assist in the development of trainings and participate as a trainer during base training season. Develop and deliver Base Camp Split in coordination with other NC mountain PDs.
- Course Direct up to 20% of time and as needed, instruct.

Administrative:

- Serve as a member of the NCOBS Program Team; provide input and assist with projects to achieve school-wide objectives and goals.
- Work with the base leadership team to create vision, goals and strategic direction for base.
- Provide input to school administration on budget, annual calendar, product mix and new and existing program development.
- Oversee all base expenses with an eye for fiscal responsibility. Responsible for budget forecast/tracking.
- Assist Advancement Team with review of marketing materials, Web site design and donor leads.
- Coordinate with all school departments to ensure a cooperative and supportive system.
- Report monthly calculation of SPDs and other program key indicators.
- Serve as point person for special offerings (Board events, WFR, etc.); coordinate facility and personnel needs for trainings, meetings and events.
- Other duties as assigned.

Working Conditions:

- Must be able to lift 75 pounds and participate in vigorous to moderate physical activity including but not limited to backpacking, climbing, paddling, ropes courses and running.
- Irregular work hours as necessary.

Qualifications:

- Minimum five years working for Outward Bound or related programs.
- Personal and professional values consistent with the NCOBS mission, values and principles.
- Strong knowledge of Outward Bound history, standards and programs.
- An outstanding record as an instructor, trainer, course director, and/or program director.
- Current WFR and CPR and optionally, pertinent certifications and training related to program skills.
- Able to give and receive timely, effective oral and written feedback.
- Strong and effective leadership, supervisory, organizational and interpersonal skills.
- Personal initiative, motivation and resourcefulness.
- Business management skills including basic accounting, budget planning and management.
- Strong presentation, writing and computer skills.
- Cooperative attitude and ability to be flexible; good team player.

Compensation and Benefits:

- Competitive salary and full-time benefits.
- Room and board during season.

Application Instructions:

Qualified applicants should send a letter of interest and resume by October 31, 2010 to Alyse Ostreicher, HR Director at aostreicher@ncobs.org.

North Carolina Outward Bound strives to build a diverse and supportive community. We welcome and respect diversity of background, experience, identity, and opinion in our staff. We embrace people of any race, color, sex, age, socioeconomic class, sexual orientation, national origin, gender identity, ethnicity, religion and family make up.