JOB TITLE: Programs Manager  
DEPARTMENT: Sierra Experience  
(School Field Trips, Wellness Retreats & Adventure Camps)  
REPORTS TO: Sierra Experience Director  

DESCRIPTION/PURPOSE:  
The Program Manager supports all aspects of Gateway Mountain Centers’ outdoor-based youth programming, including school field trips, summer camps, local school field day outings; in coordination with the Sierra Experience and Wellness Directors.

The Gateway schools programs are a year-round science-based interdisciplinary field program that encompasses field science, social-emotional, and wellness curriculum along with adventure learning. The right candidate will support and further our theoretical basis for change, along with our perspective on the Scientific Method.

Gateway programs include Camp Donner Summit, mountain bike, and climbing specific camps. Summer camps offer experiential learning with activities such as rock climbing, mountain biking, backpacking, rafting, hiking, swimming, personal wellness, mindfulness, campfires, evening programs, environmental literacy, field studies and nature-based games. Winter camps include skiing, snowboarding, snow camping, sledding, winter survival, and backcountry touring.

The Program Manager supports coordinating details for each program, from first contact with prospective clients through implementation on Donner Summit or other locations to program follow up. The right candidate for this position will be: well-versed in California state standards, including NGSS and Common Core; extremely organized and self-motivated; able to quickly adapt to changing circumstances and timelines; capable of managing a variety of tasks and deadlines; an excellent communicator who is comfortable speaking to groups of adults and children. Additionally, the Program Manager will integrate this academic learning into Gateway Mountain Center’s overall wellness objectives and risk management practices to serve the Gateway Mission.
Program Manager Requirements:
- Create and maintain a safe and supportive environment for staff and students within Gateway’s mission and core values.
- Maintain open and consistent communication with the Leadership Team, staff and clients.
- Remain professional and organized in a dynamic, fast-paced working environment.
- Integrate programming / training / communication with our larger Mission/vision objectives; working closely with Program Directors.
- Maintain current first aid and CPR certification at the level of WFA or higher.
- Have experience, skills and be comfortable working with circumstances which arise due to variable weather conditions and terrain.
- Hold a bachelor’s degree or higher in Environmental Education, Environmental Science, Outdoor Leadership, or related discipline, or equivalent work experience.

Schedule and Hours Requirements:
- The schedule averages 40 hours/week over the year but has variability throughout the year with weekly hours varying between 15-60 hours a week.
- Extended morning and evening and weekend availability from early June through mid-August for outdoor field program management.
- Flexible schedule to deal with peak season and flux in school programs during the school year.

Job Description Details:

Develop and Manage School Programs and Summer Camps
- Recruit, hire and train guides, including training and staffing for each school program.
- Oversee summer managers’ work and integrate into management plan.
- Create work plans and evaluation procedures for long-term guiding staff.
- Integrate seamless, NGSS-aligned coordination with project partners and local schools, including student involvement in restoration work with local organizations.
- Schedule and maintain communication with school customers and partners, Gateway staff and school staff regarding lodging and food needs, trip timing and curriculum.
- Communicate and work with partnership management to plan and implement programs.
- Work to determine gear needs for each trip.
- Adhere to Risk Management policies and protocols.
- Ensure safety and engagement of students, teachers, chaperones and staff.
- Distribute program evaluations after each trip and analyze ensuing results.
- Maintain and replace equipment and supplies as needed.
- Work with the Administration Director to track guide payroll and reimbursements.
- Update curriculum as needed.
- Create updated guide files with thorough documentation (interview questions, job description, performance evaluations, certifications, notes).
- Work with Executive and Admin Directors to create and track School Programs Budget.

**Programs Outreach**

- Attend conferences and outreach events to represent Gateway Mountain Center and recruit new schools.
- Assist in writing focused newsletter articles / website content on programs in coordination with the leadership team.
- Van Norden research project updates / initiatives.

**PERKS**

- Opportunity for FREE Wilderness First Aid (WFA) trainings and refreshers.
- Ability to work and live in a beautiful community.

**SKILLS AND QUALIFICATIONS:**

**Required:**

- Hold a WFA, or higher, medical certification, including CPR within 6 months of hire.
- Clean Record: LiveScan/DMV (background check).
- Be fully vaccinated to COVID-19 or willingness to be COVID-19 tested once a week.
- Excellent people skills, especially with children.
- 2+ years of outdoor adventure, leadership, and/or youth experience.
- Great off trail navigation skills.
- Reliable transportation.
- History of being on time, early preferred.

**Preferred:**

- Program development, fundraising, marketing experience
- An interest in or knowledge of Biology, Earth Systems Science, Natural History, Human History, Adventure Sports, and/or Wellness.
- Teaching experience and credentials.
Gateway Mountain Center: Sierra Experience

Program Manager Job Description

Bonus:

- Lifeguard certification
- Class B driver’s license
- Previous work with other outdoor education nonprofits
- Wilderness therapy experience

PAY RATE:

Commensurate with Experience

TO APPLY:

To apply please send an email to Cody Wollitz, Hiring Manager, at cody@sierraexperience.org and James DePew, Sierra Experience Director, at james@sierraexperience.org, with a resume including 3 references. An interview request will be sent to qualified applicants. Qualified applications are encouraged to apply before our January 15th, 2022 deadline.

We strive to learn from and integrate the lived experiences of our youth and parents from marginalized communities to best serve their needs and ensure an equitable system of care for all. Internally, we are working to further integrate DEI into organizational culture, structures, processes, and leadership.

Gateway Mountain Center is an Equal Opportunity Employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, age, gender identity, or sexual orientation, in accordance with federal and state law.