

## Position Description: Emerald Bay Outdoor Academy Program Director



The Emerald Bay Outdoor Academy is a youth science education program based at Camp Emerald Bay on Catalina Island and operated by the Western Los Angeles County Council, Boy Scouts of America. Our mission is to *inspire the next generation of environmental stewards* through overnight science programs and Educational Outreach Partnerships. Our students come from public, private, charter, and homeschool organizations. We serve students in grades 5<sup>th</sup> through 12<sup>th</sup> every Spring and Fall.

The EBOA Program Director is responsible for vision and mission implementation through the Outdoor Academy program at Camp Emerald Bay. The Director is responsible for day-to-day execution of programs, ensuring standards of instruction, scheduling coverage of all activities, managing and supervising staff, and coordinating resource allocation with budget accountability.

For more information visit [www.emeraldbayoutdooracademy.org](http://www.emeraldbayoutdooracademy.org)

### Job Information:

- This is a full-time salary position.
- During all program operations in Spring and Fall, the Program Director must live on-site at Camp Emerald Bay on Catalina Island in provided housing.
  - Spring season operates from early March through early June.
  - Fall season operates from mid-August through mid-November.
- Position is remote when not required to be in-person for operations.

### Recruitment & Hiring Timeline:

- Applications accepted through September 2023.
- First round interviews in September and early October 2023.
- Second round interviews and potential site visits late October 2023.
- Final candidate selected November 2023.
- Start date of January 2, 2024.

## **Position Responsibilities**

- Implement Emerald Bay Outdoor Academy programming that addresses standards of the BSA, Next Generation Science Standards, and Social & Emotional Learning.
- Provide overall supervision and leadership of the Emerald Bay Outdoor Academy Program.
- Supervise Outdoor Academy staff including staff scheduling & payroll assistance.
- Plan and facilitate all staff training.
- Recruit, hire, and train Outdoor Academy Staff.
- Coordinate and consult with Emerald Bay Management Team on aspects of program operations: Marine Center, Kitchen, Facilities, etc.
- Supervise curriculum development and implementation.
- Provide program evaluation for youth and adult participants.
- Develop and maintain program operational materials.
- Oversee maintenance of all program equipment.
- Work with the Grants Administrator to seek and apply for new funding sources.
- Coordinate and oversee the Emerald Bay Outdoor Academy Advisory Team.
- Coordinate the annual EBOA Community Appreciation Weekend.

## **Position Requirements:**

- Have a degree in Recreation Management or equivalent Outdoor Education degree (Or 5 years Outdoor Education management experience). Science background is beneficial.
- Strong managerial, supervision, computer, and organizational skills required.
- Ability to implement dynamic and rewarding programming.
- Have a working knowledge and understanding of Camp Emerald Bay facilities and program activities.
- Ability to problem solve and be flexible with daily operations and managerial needs.
- Customer service focus for all staff, and program participants (youth and adults).
- Strong foundation of outdoor skills required.
- Ability to set and achieve goals.

## **Compensation & Benefits**

- Salary \$64,480
- Health, Dental, Life, Vision, 403(b) Retirement Plan with matching contribution opportunity
- Food and Housing on site at Catalina facility (6 months/year)
- Live and work on picturesque Catalina Island

## **To Apply:**

- Send the following to Burton Miller at [burton.miller@scouting.org](mailto:burton.miller@scouting.org)
  - Resume
  - Cover Letter
  - Three professional references