



Assistant Director/Program Director The Nature Place Conference Center

Reports to: The Nature Place Director

The Assistant Director/Program Director for the Nature Place is a crucial member of the leadership team. The Assistant Director/Program Director is a year-round, professional and managerial residential position. The AD/PD works to create and implement quality mission based programming for conference center clients. This role requires being: organized, personable, creative, energetic, and confident, along with participating in marketing, and new business development for The Nature Place. There are also components of guest services, relationship development, coordinating facilitators, and facility management.

As a key member of the leadership staff, the Assistant Director/Program Director will be expected to be involved in COEC community-wide events, initiatives, work projects as needed or when emergencies (staffing, medical, facilities, etc.) arise.

Essential Functions: Year-round

Managerial Responsibilities:

- Encourage, coach and model positive, cooperative relationships with other COEC/TNP leadership team members, directors, managers and staff.
- Hire and manage all programmatic seasonal, contract, and part time staff for leadership training, outdoor programs, hikes, etc.
- Research, maintain and share knowledge of programmatic and managerial trends in the corporate leadership and teambuilding industry as well as in other related areas.
- Help coach programmatic and service staff in conflict resolution and team development. Increase staff development through training and applicable certifications.

Guests/Client Care and Marketing

- Meet with prospective and current clients regarding all aspects of The Nature Place including giving tours to potential new groups and others.
- Create new programs and re-develop goals-based programming for each client as needed.
- Create a welcoming environment that safely supports programming and a positive client experience.
- Participate in the on-call rotation

Program Creation and Implementation

- Responsible for the complete implementation of programs. This includes program design, client specific content, maintaining gear, transportation, pre-program facilitator communication/training, request and organization of necessary supplies/equipment, management of pre-program health screenings, etc.
- Collaborate with the Marketing Manager on new programming to showcase unique program elements and to support the creation of new clients
- Provide appropriate facilitation for programs based on client's goals and outcomes.
- Oversee continuous program improvement, including revision and implementation of new programs.
- Coordinate collaboration with other year round members to support programming as needed.

Facilities

- Set-up or coordinate the set-up of the conference room configurations per client's programming needs.
- Keep room information binders current
- Participate in work projects and facility improvements done in house or in coordination with the maintenance department.
- Winter snow removal, mitigation and land use management, and forest mitigation.

Qualifications: *(Minimum Qualifications, Education and Experience)*

- Education and experience equivalent to: Bachelor's degree in an applicable field or multiple years specific related work experience
- Desired certifications: WFA, CPR, ACCT Level 2 or higher, SPI level 1 or equivalent. (or willingness to get certified)
- Facilitation and program development experience

Knowledge, Skills, and Abilities:

- Demonstrated skills and experience in program and staff leadership, and strong supervisory skills.
- Excellent written and verbal communication skills for diverse internal/external stakeholders. Will include reports, written communications and presentations to key audiences and marketing materials as well as personal contacts and social media.
- Ability to work in a fast paced environment.
- Proficiency in Google and Microsoft Office.
- Ability to learn new systems ie the online reservation system

Physical Requirements of the Position:

- Residential Requirement: must live on site in provided housing.
- Work a flexible schedule based on group and programmatic needs (often requires weekends and evenings).
- Background check required
- Ability to work outdoors in hot and cold weather conditions.
- Valid Driver's license and acceptable driving record.
- Ability to lift at least 50 pounds, climb ladders and shovel snow.

Compensation and Benefits:

Salary: Starting at \$31,000 DOE

Benefits Include:

- Housing, utilities, internet
- Health Insurance (COEC pays 75% of the premium) eligible after 60 days to apply.
- A mountain life-style 6,000 Acres of land to hike and explore.
- Meals when kitchens are open and in season.
- Paid Time Off
- Discounted Phone Plan
- Professional Development

**Please email your cover letter and resume to martie@thenatureplace.net