

North Carolina Outward Bound School Job Description

Job Title: Program Director

Department: Outward Bound Atlanta (OBA)

Reports to: Executive Director, OBA; NCOBS Director of Operations for safety

Job Type: Full-time

Salary: Commensurate with experience

Benefits: Full

Summary: This position will assume management responsibility for all Outward Bound Atlanta programs including hiring, supervision, evaluation and training of program instructors (salaried and contract). Responsibilities include assisting in the development of programs, ensuring high program quality, monitoring program budget, and assisting in program evaluation. The position will be the chief safety officer, responsible for student and staff safety in all Atlanta-based program activities, reporting to the NCOBS Director of Operations for safety.

Duties and Responsibilities:

- Monitor and ensure student and staff safety in all Atlanta-based program activities.
- Manage daily program operations.
- Assist with strategic planning and development of new programs.
- Monitor program budget and assist with program budget development.
- Hire, train, supervise and regularly evaluate program instructors (salaried and contract).
- Assist in the development and implementation of program evaluation tools.
- Represent programs internally and externally, including within the various school districts in the Atlanta area.
- Review and update, as needed, all safety materials and required documentation, and participate in safety reviews of all OBA programs.
- Ensure that all program staff conform to all safety regulations and procedures.
- Ensure the accuracy and timeliness of all required program reports (i.e. safety reports, course reports, blue forms, census count, time sheets, etc.).
- Develop strong relationships with schools principals, administrators and faculty in order to fully support programs.
- Oversee and manage the process of moving the OBA AmeriCorps Program from a state program to a National Direct Program.
- Ensure course quality of high and low ropes programs.
- Develop and modify program curricula, as appropriate or required.
- Assist with development and monitor implementation of appropriate assessment tools for all programs.
- Monitor and support OBA AmeriCorps program quality and ensure that AmeriCorps member activities are closely aligned with OBA program objectives.
- Ensure the capture of accurate participant data (i.e., student rosters, census information, etc.) for reporting and evaluation purposes.

The salary for this exempt position will be dependent upon the individual's experience level. Benefits for this position include health insurance, life insurance, and retirement plan.

Interested individuals should mail or e-mail (phone calls will not be accepted) a cover letter and resume to the attention of Don Doran, Executive Director, OBA (ddoran@obatlanta.org), Outward Bound Atlanta, 230 Peachtree St. NW Suite 950, Atlanta, GA 30303 by May 26, 2008. Individuals selected for an interview will be notified by May 30, 2008.