
THE OUTING CLUB

Woodward Park • OCIC Gym • Knights Hill Nature Park

The Outing Club is hiring a Program Director. This position supports the work of the OC, a leading nonprofit committed to providing sports, recreational, social, educational, and wellness programs and activities to the greater Kearsarge area community. This person will develop, coordinate, and implement high quality recreational programs for all ages. The Program Director works closely with the Outing Club Board of Directors to oversee financials, events, marketing, and program development. Applicants who are creative, community oriented, work well independently, and committed to the mission of the Outing Club are encouraged to apply. The OC is experiencing a great deal of transformational growth to meet the needs of our community. This is an opportunity for the right candidate to elevate the organization's programs and facilities and have a significant impact on the evolution of the Outing Club. This position is supervised by the Outing Club Board President.

ESSENTIAL FUNCTIONS

- Coordinates all Outing Club programs at OCIC and Woodward Park:
 - Secure and schedule athletic fields and facilities for games and practices
 - Maintain equipment, as well as uniform inventory, purchase necessary equipment as budget permits
 - Supervise volunteer coaches, provide orientation to organization and ongoing support and guidance, maintain necessary records for all volunteers
 - Organize and conduct parent meetings with individual Program Directors
 - Provide up to date resources (rules, guidelines, coach handbooks) for all Outing Club participants (players, coaches, and parents) in accordance with organizational values
 - Assure program compliance with state regulations
- Oversees Outing Club's relationship and responsibilities with Knights Hill Nature Park
- Collaborates with the Executive Team and General Outing Club Board:

- Implement marketing strategies to increase participation in Outing Club programs and events
- Organize events and fundraisers
- Execute objectives of Strategic Plan including but not limited to; expanding program offerings to children and adults, strengthening partnerships with businesses and organizations, increasing visibility of OC within community
- Participates in select Outing Club Board Committees
- Attends monthly General Board Meetings
- Responds to all member and community inquiries and complaints in a timely and professional manner
- Collaborates with the NL Recreation commission and external groups to review and implement new adult and youth programming in the area.
- Provides detailed bi-monthly report on programs to Outing Club Board
- Performs other duties as assigned

QUALIFICATIONS

- Bachelor Degree in Physical Education, Recreation Management, or related field.
- Experience in program and coach development and fiscal management preferred.
- Strong communication, interpersonal, and leadership skills to successfully work with staff, board, and volunteers.
- Must be a self starter and have the ability to operate independently on various initiatives that benefit the OC and community.
- A passion for program development and success.
- Minimum of one to two years of related experience preferred.
- Minimum age of 21.
- Proficiency in Microsoft Office and the ability to quickly learn other software programs.
- Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Online training provided by the Outing Club Board President required prior to the start of employment.
- Alignment with the values of the Outing Club;
 - All desiring youth should have the ability to participate in recreational activities

- Recreational activities for youth in grades K-8 should emphasise development of fundamentals and promote the benefits of physical activity and teamwork
- An appreciation of the outdoors and the endless activities and interests it has to offer our community
- Health and wellness for all who participate in our programming

EXPECTATIONS

- An energetic, motivated individual who is excited to connect with all the OC constituents in the office or on the sidelines of our fields.
- A willingness to think critically about current programming and suggest new and creative ways to improve our offerings to the greater Kearsarge community.
- Evening and weekend hours may be required.
- Sufficient strength, agility, and mobility to perform job responsibilities including the ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Professional appearance at all times.
- The Program Director is to act in a manner in line with the Outing Club values and within the confines of the information provided in this job description. Disciplinary measures up to and including verbal warnings, documented infractions, and/or termination will occur if necessary.

APPLY TODAY

Compensation: Based on experience

Start Date: April 1, 2021

Location: New London, NH or immediate area

To apply: Please provide a resume demonstrating the required experience and skills and a letter of interest, to petergsmith06@gmail.com with OC Program Director in the subject line.

The Outing Club is an EOE and does not discriminate on the basis of race, color, creed, place of national origin, sex, age, sexual orientation or physical handicap in its employment practice.

Learn more about The Outing Club at www.theoutingclub.org

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