



## Assistant Director, Wilderness Programs

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Job Title: Assistant Director, Wilderness Programs  
Department: At-Camp Team  
Reports to: Camp Director  
Salary Range: \$80,000 - \$88,000  
Location: San Francisco/Groveland

### **About Tawonga**

Tawonga's mission is to provide educational and recreational programs for children, adults and families that foster self-esteem, lifelong friendships and community, connections with nature, commitment to justice, and positive Jewish identity and spirituality. We run programs at our residential campsite next to Yosemite National Park and in the Bay Area, serving over 5,000 people a year.

### **About Camp Tawonga's Culture**

At Camp Tawonga, we are a caring, collaborative, joyous group of professionals who take great pride in fulfilling our mission and having fun while doing it. We have deep respect for our community, the children and the families who participate in our programs; for nature and the physical world; and for Jewish value of "tikkun olam" – repairing the world. Our team has taken many different paths to arrive at Tawonga, from growing up as campers at Camp to others who have never before been involved with a summer camp. We are a Jewish organization, and we welcome and are inclusive of all staff and community members, Jewish and non-Jewish alike. We are committed to JEDI (justice, equity, diversity and inclusion) and the ongoing reflection, learning and action required to be aligned with these values and create and sustain an equity culture.

### **Equal Opportunity Employer**

Camp Tawonga is an Equal Opportunity Employer, values diversity and is committed to being an inclusive environment for all employees. We are committed to building a team that represents a variety of backgrounds, perspectives and skills, and to hiring people of color, LGBTQ+ individuals and women. All employment is decided on the basis of qualifications, merit and organizational need.

### **Job Purpose and Description**

The Assistant Director, Wilderness Programs is a key part of Camp Tawonga's program team. This position contributes to the mission of Camp Tawonga by managing and overseeing all aspects of our Wilderness Programs (includes our backpacking trips, "Teva" (nature) or naturalist programs, Farm and Garden programs, Challenge Course (including high elements using belay systems), and "Quests" (our adventure trips). This position also oversees risk management for all wilderness departments and transportation, serves as an at-camp Director during the summer season and partners with other key program staff members to co-direct our weekend at-Camp programs and Bay Area Programs as needed.

## **Supervisory Responsibilities**

- Direct supervision of our wilderness staff and supervisors, at Camp and on the road during Quests
- Supervises Backpacking and Quest Supervisors, Challenge Course Manager, Teva Supervisor and Farm and Garden Manager
- Help plan and lead supervisor and staff training
- Plan and co-facilitate wilderness staff training week with wilderness supervisors
- Supervise additional departments and staff as needed

## **Essential Duties and Responsibilities**

- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

## **Wilderness Programs**

- Responsible for Wilderness Department staff assignments, observation, feedback and evaluation
- Manage wilderness staff recruitment and hiring, including conducting interviews and performing reference checks.
- Overall responsibility for Wilderness staff training including design, implementation and ongoing evaluation of training programs and materials
- Manage relationships between Wilderness Department and other departments at Camp
- Manage external agency relationships with National Parks
- Supervise **Backpacking** program, including risk management, staff, logistics, equipment and evaluation
- Supervise **Quest** program, including planning, enrollment, risk management, training Quest leaders, overseeing parent communication regarding Quest and interfacing with outfitters
- Oversee and supervise all aspects of the **Challenge Course** (aka “Ropes Course”) program, including risk management; course construction and repairs, inspections, and equipment; staff training, certification and supervision; establishing local operating procedures for all elements; and evaluating the program structure.
- Supervise **Teva (Nature)** and **Farm and Garden** programs at Camp, including staff training and supervision and ensuring high quality programming
- Provide leadership, guidance, and ongoing support for the expansion of the farm and garden
- Serve on management team with other year-round directors to ensure excellence in all aspects of operations and program delivery
- Innovate and evaluate wilderness programs on a yearly basis.

## **Wilderness Administration**

- Organize all logistics for adventure travel programs (Quests) with careful attention to detail. This includes creating and updating itineraries, tracking reservations, and compiling day-by-day Quest binders.
- Secure reservations for campgrounds, outfitters, flights and other Quest-related needs, occasionally reserving online at 7 a.m. to secure spots as soon as they become available. Track expenses, and organize reservations, receipts and invoices.
- Create and update a spreadsheet of wilderness permits needed for Camp’s backpacking program, securing permits with Yosemite National Park.

- Work with vendors to reserve satellite phones and renew contracts. Follow up to ensure charges are accurate and that invoices are paid promptly.
- Assist with staff recruitment by maintaining online postings for seasonal positions, creating targeted email campaigns, and recruiting former staff to return for seasonal work.

### **Summer Camp & Family Camp Hiring**

- Direct two to three weekend programs per year and lead other year-round programming, such as family hikes in the Bay Area, as needed
- As part of the hiring team with other directors, ensure recruitment and hiring of outstanding staff:
  - Source and recruit staff applicants, conduct interviews, and check references
  - Select and hire seasonal staff.
  - Partner with Human Resources to ensure timely completion of new hire paperwork, contracts, and other required staff forms are completed

### **At-Camp Director**

- Spend summers at Camp Tawonga as a key part of the at-Camp director team, supervising three to six departments and sharing responsibility for camper management, staff management, parent communication, overall tone-setting, and leadership
- Serve as a positive and responsible role model for campers and staff at all times
- Meet daily during the summer, and bi-weekly during the year, with other directors to manage camper and staff issues, program plans, and logistics
- Manage Camp logistics as assigned and partner with other directors to arrange coverage for one another during time off
- Communicate with parents, lead outreach events, and respond to parent questions and feedback about Quest, backpacking trips, and general camper experience

### **Other Responsibilities**

- Oversee ordering of all supplies for wilderness department
- Oversee annual inspection of challenge course, build new elements and retire old elements and gear as needed
- Collaborate with Development Team to secure grants as needed
- Make all backpacking reservations and Quest reservations, update trip leader materials

### **Professional Development**

- Research and participate in relevant, ongoing, continuous professional development as it pertains to the role and/or business needs (e.g., training materials, coursework, webinars, etc.)

### **Training, Experience, Skills, and Qualities**

#### **Required**

- Minimum three years relevant experience leading wilderness programs or closely related programming.
- Minimum two years experience managing and administering youth programs
- Minimum two years of experience supervising staff
- Risk management experience and good safety judgment

- Proven ability to work with youth and communicate with parents
- Experience supporting and managing families and/or other stakeholders
- Diplomacy, tact and friendliness
- Excellent and demonstrable communication skills
- Proficient in Microsoft Office, including Word, Excel, Powerpoint and Google Suite (Gmail, Drive, Docs, Sheets, Forms, etc.)
- **Required certifications** or must be willing to acquire these certifications upon hire:
  - CPR
  - Wilderness First Responder or Wilderness Emergency Medical Technician
  - Lifeguard Training
  - Challenge Course Advanced Skills and Standards certifications
  - California Driver's License

### **Preferred**

- Excellent supervisor/manager
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to take and implement feedback
- Strong analytical and problem-solving skills
- Ability to work independently and make appropriate decisions in routine and emergency situations

### **Supervision**

- This position reports directly to the Camp Director

### **Software**

This position will frequently use the following software:

- Microsoft Office/Google Suite
- Gmail and Google Calendar
- CampMinder (camper/family database)

### **Physical Demands**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations will be made that enable people with disabilities to perform the essential functions:

- Typing, writing, reading, hearing, seeing and speaking
- Use of hands and fingers to operate office equipment, especially a computer
- Standing, walking, kneeling, and frequent sitting with some lifting up to 30 pounds
- Ability to go backpacking (carrying a backpack of approx 30 lbs) and hike 5-10 miles.
- Ability to perform rescues on the high elements of the challenge course (aka ropes course) - training will be provided.

- Living and working at Camp in the summer requires walking several miles per day on uneven terrain, working long hours, and being able to respond to emergencies in and out of Camp.

### **Worksite**

- This role is a **hybrid** position.
- This position is expected to relocate to Camp Tawonga's secondary location in Groveland, CA to work on-site during the Summer. They may also need to be on site for some other times of year as needed (see **Special Requirements** below).
- Camp Tawonga will provide a company laptop, mouse, keyboard, and reasonable accommodations as needed to ensure the employee can work from home during the off season
- Tawonga's year round team currently works mostly remotely with a few days in the SF office per month and frequent trips to our Groveland site
- During the summer months, while this role requires living at Camp, Tawonga will provide housing, meals and childcare

### **Work Environment**

- Noise level is moderate if working at camp property in Groveland, CA

### **Special Requirements**

- Must be able to relocate to Groveland site May - August annually
- May be required to work at Groveland site for other weekend program(s) as needed
- Willingness to work on evenings, weekends and holidays as needed

### **Normal Working Hours**

- During the off-season, hours are flexible while completing tasks associated with job description, and while meeting deadlines; normal office hours are 9 a.m. until 5 p.m. During the summer, the camp programmatic day runs from 8 a.m. until 10 p.m., and sometimes longer.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and/or responsibilities that are required of the employee for this job. Job duties, responsibilities and activities may change at any time with or without notice based on the needs of Camp Tawonga.

### **Compensation and Benefits**

This is a **full-time, exempt, year-round, and benefited** position. The **pay range** for this position is **\$80,000 - \$88,000**, DOE. Camp Tawonga offers a competitive compensation package which includes medical, dental, life insurance, retirement with company match and contribution, and paid sick and vacation leave.

### **To Apply**

To ensure consideration, please submit a resume and cover letter explaining your qualifications for and interest in the position. Send applications to [applications@tawonga.org](mailto:applications@tawonga.org) with **Assistant Director, Wilderness Programs** in the subject line. Applications will be accepted on a rolling basis, and Tawonga is seeking to hire for this position as soon as possible.