



Job Description

a seriousfun camp

GENERAL DETAILS

Title	Outreach Manager	Department	Camp Administration
Location	Camp, office based, non-residential, travel	Reports To	Assistant Camp Director
Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Year-round Seasonal	Classification	<input type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Exempt
Schedule	Weekdays, Weekends, Evenings, Holidays	Hours	40+

POSITION SUMMARY

The Outreach Manager will further the mission of Roundup River Ranch through the development and management of camp outreach activities utilizing Roundup River Ranch's inclusive, intentional programming philosophy. Outreach programs include, but are not limited to, virtual Camp Online programs, offsite camper reunions, and offline programs such as newsletters and boxed activities. This administrative and hands-on position is responsible for all aspects of outreach programming.

ESSENTIAL JOB FUNCTIONS

- 1) Implement proven strategies and activities that support the emotional, social, physical, medical, and behavioral needs of campers.
- 2) Oversee the outreach program budget.
- 3) Ensure the coordination of camper's medical needs in all aspects of outreach programming.
- 4) Coordinate to recruit, hire, train, supervise, and support seasonal outreach staff and volunteers.
- 5) Ensure compliance and best practice with licensing, SeriousFun Children's Network criteria and American Camp Association standards.
- 6) Lead the development of creative outreach programs including program development, content, and materials while working closely with partner organizations.
- 7) Complete extensive administrative duties required to support the position within set deadlines.
- 8) Facilitate programs and activities online, at the campsite, and offsite locations
- 9) Maintains the highest level of confidentiality in all aspects of role
- 10) Other duties as assigned

REQUIRED SKILLS

- Excellent verbal & written communication skills
- Ability to quickly prioritize and work within deadlines
- Well-developed, strong writing skills and verbal communication skills
- Demonstrates the Guideposts in all aspects of work
- Interest and ability to write creative, outcome-based activity content for online programs, written materials, and in person programs
- Must be comfortable using computers, pre-recording content and video editing, utilizing databases, branding documents, and more
- Ability to problem solve and think creatively, strong collaboration and team building skills required

EXPERIENCE, EDUCATION & QUALIFICATIONS

- Minimum of two years management or leadership experience
- 4 year degree and/or equivalent work experience and/or related professional certification in a related field
- Previous experience working with children who have a serious illness and / or special needs
- Previous programming experience for children ages 7-17

PHYSICAL REQUIREMENTS

Office Based/Indoors	<input type="checkbox"/> < 25%	<input type="checkbox"/> 25 – 50%	<input type="checkbox"/> 50 – 75%	<input checked="" type="checkbox"/> 75% +
Desk/computer work	<input type="checkbox"/> < 25%	<input type="checkbox"/> 25 – 50%	<input type="checkbox"/> 50 – 75%	<input checked="" type="checkbox"/> 75% +
Outdoors	<input checked="" type="checkbox"/> < 25%	<input type="checkbox"/> 25 – 50%	<input type="checkbox"/> 50 – 75%	<input type="checkbox"/> 75% +
Sitting	<input type="checkbox"/> < 25%	<input type="checkbox"/> 25 – 50%	<input checked="" type="checkbox"/> 50 – 75%	<input type="checkbox"/> 75% +
Standing	<input type="checkbox"/> < 25%	<input type="checkbox"/> 25 – 50%	<input checked="" type="checkbox"/> 50 – 75%	<input type="checkbox"/> 75% +



Walking / moving	<input type="checkbox"/> < 25%	<input checked="" type="checkbox"/> 25 – 50%	<input type="checkbox"/> 50 – 75%	<input type="checkbox"/> 75% +
Lifting / carrying	<input checked="" type="checkbox"/> Up to 20lbs	<input checked="" type="checkbox"/> Up to 40lbs	<input checked="" type="checkbox"/> Large / bulky items	<input checked="" type="checkbox"/> Team lift
Company Vehicles	<input type="checkbox"/> occasional	<input checked="" type="checkbox"/> frequent	<input type="checkbox"/> drives others	<input type="checkbox"/> towing
Special requirements	<input type="checkbox"/> Heights / Ladders	<input type="checkbox"/> Confined Spaces	<input type="checkbox"/> Heavy Equipment	<input type="checkbox"/> Machinery

APPLICATIONS

Interested applicant's should submit an online application at www.roundupriverranch.org. Please attach a resume and cover letter to your application.

Roundup River Ranch is an equal opportunity employer.

