

*Putting knowledge to work with the people of Maine.*

**Position Title:** Program Director, UMaine 4-H Camp and Learning Centers at Bryant Pond and Greenland Point

**Rank:** Professional I

**Department:** Cooperative Extension

**Reports to:** Executive Director, UMaine 4-H Centers

**Position Type:** Full-time professional, contingent upon funding and successful job performance.

**Purpose:**

The Program Director ensures that the purpose and value of the UMaine 4-H Centers at Bryant Pond and Greenland Point is realized through the development and implementation of programs that support the mission of 4-H and UMaine Cooperative Extension. This position serves as a role model for staff and requires exemplary leadership, high level teaching skills, exceptional problem-solving and judgement.In addition this position will serve as Director on Duty and be responsible for risk management (program and facility) during specific program offerings.

**Essential Duties and Responsibilities**

Organizational Leadership and Capacity Building:

* Provide vision and leadership for Bryant Pond/Greenland Point 4-H Centers’ Leadership Team.
* In partnership with Operations Director, develop and manage annual programming budget and collaboratively build Bryant Pond/Greenland Point’s organizational budget with Leadership Team (+/- $1.2 million as of 2019)
* Work in partnership with Operations Director to manage facilities and kitchen operations
* In partnership with Executive Director and Bryant Pond Operations Director, serve as a staff liaison to the Bryant Pond Learning Center’s Board of Directors, attending meetings and giving reports on programming, facilities, finances and more
* Oversee risk assessment and management for all programming. Assume responsibility for risk management and training of staff in program and facility safety
* Build capacity for Bryant Pond/Greenland Point 4-H Centers’ programs through: outreach, networking, grant writing and administration, promotional speaking and marketing
* Seek and develop partnerships and collaborative initiatives that position UMaine Extension and its 4-H Centers as leaders in outdoor, non-formal education and youth development
* Work in partnership with the Bryant Pond Learning Center’s Board of Directors to plan, fund, and develop the facility and physical property in ways that support the missions of Bryant Pond 4-H Center and UMaine Cooperative Extension
* Complete annual reporting to UMaine Cooperative Extension and funders, on outcomes for Bryant Pond 4-H Center’s programs
* Manage facility needs and maintenance staff (in cooperation with Operations Manager)

Instructional Staff, Program Clients, and Sponsors:

* Supervise three or more professional and up to thirty temporary professional positions, including the Assistant Director, Program Coordinators (2), STEM Professional and Telstar Freshman Academy Professionals (2)
* Build a high functioning program team leading to a quality staff culture
* Recruit, hire train, and evaluate instructional staff, including instructors, counselors, assistant counselors and interns (requires significant interface with Human Resources department at UMaine)
* Provide daily supervision & coaching of instructional staff using a team approach to maintain a positive staff environment to ensure quality programs and a desire in staff to return for multiple seasons
* Supervise the negotiation of contracts and development of ongoing relationships with clients including schools, state agencies, non-profit organizations and more
* Lead the camps’ efforts in volunteer recruitment and onboarding
* Manage or delegate management of garden and small animal operation

Program Development & Delivery:

* Participate in overall development of standard program offerings, including curriculum
* Design and update staff manuals, including job requirements for various staff
* Supervise the coordination and development of open enrollment and contract programs, including customizing programs for clients based on needs
* Deliver new programs resulting from cooperative funding initiatives
* Monitor program delivery and review curricula, complete regular program evaluations, with the goal of consistently improve programming
* Design and develop indoor and outdoor instructional environments
* Recruit campers and participants during off season through outreach, promotional or development functions, including camp shows
* Work with Lakeside Classroom Coordinator to design 4-H Center information packets for teachers and prospective schools
* Perform other reasonably related duties as assigned.

**Knowledge and Skill Qualifications**:

**Required:**

* Bachelor’s degree with a focus in outdoor education, or closely related discipline.
* Approximately five years of work experience in camp/outdoor education program leadership (some at a supervisory or management level).
* Ability to communicate effectively using oral, written and electronic methods.
* Demonstrated computer and educational technology skills.
* Ability to work independently and manage multiple tasks in an autonomous work environment as well as work effectively as part of a team, and able to achieve and document measurable results.
* Demonstrated management, organizational, and facilitation skills, including the ability to handle conflict.
* Ability to travel both in and out-of-state normally requiring a valid driver's license.
* Ability to occasionally lift 30 to 50 pounds.
* Wilderness First Responder and CPR Certifications.

**Preferred:**

* Master’s degree with a focus in outdoor education, or closely related discipline.
* Demonstrated skills in designing and delivering programs.
* Demonstrated ability to develop and manage educational program budgets.
* Knowledge of University of Maine Cooperative Extension and its educational programs.
* Proficiency with computer programs such as Microsoft Excel, Word and PowerPoint, as well as Google Drive and document management software.
* Experience working with diverse audiences; knowledge of diversity, equity and inclusion; and understanding of equal opportunity, affirmative action and civil rights policies.

**Supervisory Responsibilities:** The Program Director supervises four or more full time professionals: the Assistant Director, Program Coordinators (2) and the Telstar 4-H Professionals (2). The individual is responsible for formal supervision of all program/teaching staff (classified and student levels) throughout the year. This includes oversight for all personnel actions and the scheduling of program staff activities.

**Work Environment/Dynamics:** The base of operations for this position is the UMaine Bryant Pond 4-H Center, Bryant Pond, ME. The individual will work a flexible schedule with occasional evening and weekend work required. During Center programs, the individual is expected to be on call.

**Work Schedule:** Normal UMaine Cooperative Extension office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. To meet the needs of the program some schedule flexibility will be necessary, including some evening and occasional weekend work throughout the state.

**Schedule for Evaluation / Bargaining Unit:** Universities of Maine Professional Staff Association (UMPSA). In the initial six months of employment then annually thereafter in accordance with the UMS-UMPSA Agreement.

**To Apply:**

To apply, materials must be submitted via "Apply For Position".  The applicant will need to create a profile and application; upload a letter of intent (cover letter) addressing the specific job requirements, updated curriculum vitae, and contact information for three (3) current professional references (names, addresses, phone numbers, e-mail addresses, and relationship to applicant) that may be contacted. The applicant will also need to complete the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status form. Incomplete application materials cannot be considered.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment. Appropriate background checks are required.

*The University of Maine is an EEO/AA Employer.  All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.*