

**Youth Program & Not-For-Profit Director  
Hoodoo Adventure Company Ltd**



**Reports To**

General Manager, CEO, & Board of Directors

**Job Overview**

The Youth Programs Director creates, plans, and oversees the execution of adventure youth programs in the community for schools, youth groups and Adventure Camp programs. Working with the management team, creating and fostering community relationships, looking for growth opportunities, budgeting and guiding a team of Instructors is important to the success of this role and the future of our Hoodoo Kids programs. A successful candidate in this roll must be organized, motivated to work on their own and in a team, confident at problem solving, budgeting and management and have a passion for youth and the outdoors.

Your work can help a community flourish by providing outdoor education programs to kids in need and creating alternative after-school activities that provide safe and productive environments.

**Responsibilities and Duties**

- The Youth Programs & Not-For-Profit Manager is responsible for:
- Creating outdoor programs for youth groups, schools and camps
- Train and Supervise Staff, recruit volunteers, interview prospective staff, create work schedules and evaluate performance in order to build a successful and supportive team
- Create, manage and operate within a budget. Upper management may set budgets, or the Youth Director may be required to build funds through grant applications and donations.
- Maintain financial accounts and create reports
- Organizing administrative work for youth programs, including Adventure Camp;
- With Marketing team and Management to sell programs
- Coordinate information with parents.
- Managing not-for-profit social media, websites, and grant applications.
- Leading youth programs including Adventure Camp, school programs, and youth groups.
- Working as a team to manage company resources for programming

**Qualifications**

The Youth Program & Not-For-Profit Manager must be qualified &/or experienced with the following certifications & programs:

- Management and budgeting skills
- 5+ years' experience working with children as a leader or instructor
- Wilderness First Aid (40 hours minimum) – can be obtained upon hiring
- Class 4 (required) – can be obtained upon hiring
- Skilled with Microsoft Office, Social Media (Instagram, Facebook, Wix), & able to learn booking system programs
- Certification in one area of outdoor guide/instructor (kayak, canoe, hiking, biking)
- Experience in Grant writing
- Passionate about the value of outdoor time for kids & getting kids of all ages into adventure sports
- Creative & able to create youth/leadership games
- Ability to create and work within a budget
- Knowing rules and regulations associated with working with children
- Proficiency in computer programs
- Experience dealing with children with behavioral issues or youth at risk