



PROGRAM DIRECTOR

Waypoint Adventure:

Since 2010 Waypoint Adventure has provided access to adventure education opportunities for youth and adults with disabilities in the Greater Boston area. Adventures like hiking, cycling, rock climbing, ropes courses, snowshoeing, cross country skiing, and kayaking create the setting for real challenges to be faced, a welcoming community to be fostered, and growth to occur. Individuals are supported while taking real risks and leave seeing themselves differently and imagining new possibilities.

Position Summary:

The Program Director is a newly created senior leadership position reporting to Waypoint's Executive Director. This position will oversee the growth of our adaptive adventure education programs and our experienced program team to support our goal of sustainably increasing the number of our programs in 2024 and beyond.

This is a co-leadership role, partnering with Waypoint's Education Director. Our Education Director brings experience and focus on disability knowledge and adaptive programming. The Program Director will bring experience in adventure skills and risk management to help guide and manage our program growth.

The successful candidate will be, first and foremost, an accomplished and experienced manager who is motivated by building team members' potential, getting them the supports they need to run great outdoor adventure programs for the disability community, as well as developing new systems and processes to effectively run Waypoint programs in a period of growth and expansion. They will also firmly believe that the power of adventure-learning experiences creates positive change in individuals and groups.

Key Responsibilities:

- With Education Director, effectively manage and co-lead the program team.
 - Oversee team hiring, orientation and training.
 - Provide 1:1 coaching, assessment, and ongoing feedback to contribute to a positive and strong team culture of optimism, challenge, and support.
 - Co-manage the program calendar, scheduling, and staffing.
 - Lead or co-lead 2-4 programs a month.
- With Education Director and team input, develop and oversee program goals, types, and curriculum.
- Oversee and manage all systems involving equipment, transportation, and site management to run effective and efficient programs.
- Manage training, policies, and practices for safe and effective field course delivery. Coordinate with Education Director on risk management policies in how they relate to disability.
- Implement adventure skills training and progressions that increases program team's capabilities, confidence, and experience.
- Oversee and implement assessment, recording, and reporting on program outcomes.

- Work in collaboration with the Director of Development to identify potential partners and cultivate meaningful and mission-aligned relationships.
- Oversee and manage budget for programs and staff training.
- Develop practices for strong co-leadership responsibilities.
- Participate on Waypoint's leadership team, advising and addressing strategy and organization-wide issues.

Experience, Skills, and Attributes:

Experience:

- 5+ years leading and building strong and diverse teams. In-depth experience in:
 - Recruiting, hiring, and training new employees.
 - Performance feedback and coaching.
 - Cultivating professional development/training opportunities.
- 5+ years in leadership roles overseeing outdoor programs for diverse audiences. Demonstrated experience in:
 - Developing, implementing, and evaluating programs.
 - Developing effective and efficient team processes.
 - Technical skills and program facilitation experience in outdoor adventure areas related to Waypoint's program types (Kayaking, Canoeing, Rock Climbing, Hiking, Cycling, Ropes Courses, Snowshoeing, Cross Country Skiing).
 - Overseeing and implementing comprehensive risk management as it pertains to adventure programs.
- Track record of strong relationship building with multiple audiences (e.g. participants, volunteers, partner organizations, vendors).
- Experience navigating difficult or complex issues with clients and staff, and willingness to have hard conversations.
- Managing program budgets and staffing within the context of an overall organizational budget.
- Experience and proficiency producing program metric reports and working with program metric tools like Survey Monkey, Excel, and online registration platforms. [Experience designing and implementing new evaluation and metrics a plus.]
- Accomplished at introducing new program ideas and processes, and creating attainable pathways to implement them.
- A bachelor's degree, or similar education or experience.

Skills and Attributes:

- Aptitude for working with people with varying levels of cognitive and physical disability.
- Excellent communication skills – verbal, writing, and interpersonal skills.
- Strong organizational skills with an eye for details.
- Strategic and results-orientation towards setting goals and meeting deadlines.
- Ability to give and receive feedback well.
- Highly proficient and experienced with Microsoft Office Suite, Excel spreadsheets, and program registration software.
- Motivation to make a co-leadership model succeed.
- Demonstrates a commitment to diversity, inclusion and cultural awareness through actions, interactions, and communications with others.

Certification Requirements:

- Wilderness medicine such as WFR, WEMT, or comparable.
- Have and maintain 2 or more professional outdoor industry certifications such as of the following: PCIA, ACA, AMGA, ACCT, etc.
- Teaching or other disability related certifications a plus.
- Valid driving license and clean driving record.

Work Environment & Physical Demands

- Ability to participate in moderate to vigorous physical activity including but not limited to running, swimming, rock climbing, kayaking, and backpacking.
- Ability to lift and move a minimum of 30-40 pounds.
- Ability to work at a desk or computer 50-75% of the workweek.

Location:

Work will be done out of Waypoint's office at 453 Concord Ave., Lexington, MA, and at Waypoint Adventure sites throughout Greater Boston and New England.

Availability for [minimal] evening and weekend program support required.

Compensation and Benefits:

Waypoint is committed to a competitive salary and benefits for all staff. This is a new position, but we anticipate a range of \$70-80,000 annual compensation. Full time benefits include health, dental, and disability insurance, vacation and sick time, and a 401k plan.

Start Date:

March/April 2024

To Apply

Send resume and a detailed cover letter to hr@waypointadventure.org

Our Core Values:

Waypoint is committed to an inclusive environment and experience for all participants, staff and volunteers. We count on our staff to embody our core values of teamwork, inclusion, authenticity, passion, challenge, learning, and adventure.

Equal Opportunity:

Waypoint Adventure is committed to the principles of equal opportunity and to creating an inclusive organizational environment. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, sexual orientation, national origin, disability, or any other protected characteristic.

Individuals with the personal lens of living with a disability and/or experience working with individuals that have disabilities are strongly encouraged to apply. If you need assistance or an accommodation during the application process because of a disability, it is available upon request.