



Woolman at Sierra Friends Center

Programs Director

Full Time / Year Around / Exempt Position

Overview

Based in the California Sierra Nevada foothills, Woolman offers diverse educational and enrichment programs at the Sierra Friends Center campus, a hub for Quaker values, among which are: peace, simplicity, community, integrity, and equality. Continuing a 6-decade legacy, our programs are based on experiential learning immersed in nature at our 240-acre campus. The Programs Director provides leadership for all aspects of Woolman programs including seminars, workshops, retreats and camps.

Job Description

Reporting to the Executive Director, the purpose of the Programs Director position is to provide leadership for Woolman's educational and camp programs. The Programs Director is responsible for all aspects of program delivery and to ensure program objectives are met, which include the delivery of the unique "integrated Woolman experience" based on Quaker values and immersion in nature. These values are embodied in Friends testimonies, among which are: peace, simplicity, unity, community, integrity, and equality. It includes experiential learning in the natural environment that incorporates inquiry, personal reflection and community building.

Woolman Programs include a range of youth camps which occur during the summer: day camp, overnight camp, backpacking wilderness camp in the Sierra, and teen leadership camp. Note: these may or may not run concurrently and Covid constraints restrict certain types of camp programs. Programs include camps for alumni and families which run in the fall. School camps run during the school year for 1 week at a time, when youth come to Sierra Friends Center in their class groups, with their teachers. It also includes diverse workshops for all ages on topics relevant to the Woolman mission of peace, justice, environmental sustainability, personal growth and spirituality

The Program Director's job includes management, administrative and supervisory responsibility for Woolman Programs. The Programs Director ultimately oversees and has responsibility for budgets, managing permanent and seasonal staff, maintaining Programs records, procuring supporting resources and more. The Programs Director works with Woolman staff to implement marketing plans to recruit participants with an emphasis on diversity. Some outreach and fundraising is expected in collaboration with other Woolman staff.

Job Responsibilities

- Deliver year-round camp programming, including but not limited to Woolman Day Camp, and overnight camps: Wombat Camp, Wilderness Camp, and Teen Leadership Camp, the Woolman Outdoor School (school camp) and other camp programs for youth as may be developed.
- Deliver Alumni Camp and Family Camp, which include service work on campus as part of the camp experience.
- Develop and deliver workshops and retreats on special topics that align with the Woolman mission for diverse adult and/or mixed age groups.
- Supervise the hiring, ongoing training and development of seasonal staff members and volunteers.
- Development of program curriculum and program delivery including hiring content experts for certain aspects.
- Track and report Program outcomes throughout the year. Conduct evaluations of Programs and propose ongoing improvements to achieve increasingly better outcomes.
- Perform community outreach for Woolman's Programs to support marketing and fundraising activities in collaboration with staff. This includes oral and written communications.
- In partnership with the Clerk, facilitate the Programs Committee (a committee of the Board) to support their oversight and gain valuable insight for Programs design and implementation.
- Attend Board committee meetings as requested.
- Develop and implement HR policies specific to working with youth and safety management plans.

About Woolman

Woolman's vision is for a future where engaged communities are stewarding a peaceful world, a more equitable society and a healthy planet. Woolman seeks to both inspire and to prepare individuals to work for peace, justice, and environmental sustainability, and to deepen their personal and spiritual growth. Continuing its six-decade legacy, Woolman offers diverse educational and enrichment programs at the Sierra Friends Center campus, a hub for Quaker values.

- Woolman Programs: Transformative workshops, camps and retreats for people of all ages, in groups or as individuals
- Sierra Friends Center: A special place where guests can study, practice, reflect and renew as they are immersed in nature, with simple accommodations, meeting spaces, and a working farm that provides fresh organic food.

We are grounded in the Quaker belief that there is that of God in all of creation reflected in a loving relationship with the land. We are guided in our work by core values of silence, simplicity, nonviolence, truth speaking, service, and a belief in the human spirit.

Woolman at Sierra Friends Center is a place where everyone experiences radical acceptance for who they are, is treated with dignity and respect, and who is surrounded by the physical, mental and spiritual healing power of nature.

Qualifications Required

- A Bachelor's degree or higher (or equivalent experience) in outdoor education, environmental science, peace and justice studies or a closely related field.
- 5 years or more experience in program delivery in camp administration, outdoor education, environmental education and/or justice education.
- 2 years outdoor leadership skills including camping, hiking, backpacking, recreational activities.
- Demonstrated experience with diverse populations, including low-income and disadvantaged youth. Racially literate, gender inclusive and committed to equality in all areas.
- Positive track record with camp and educational curriculum planning, evaluation, and training.
- Knowledge and experience in alternative discipline systems e.g nonviolent communication.
- Personal experience and knowledge of the Sierra Nevada region.
- Success in providing direction and leadership to staff, including motivational techniques and training methods.
- Strong oral and written communication skills. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to maintain daily and other periodic reports and perform budget management.
- Willingness and ability to work in a dynamic environment, in a team setting.
- Willingness and ability to work in a variety of weather conditions and challenging environments.
- Strong computer skills, including word processing, spreadsheet, and presentation software.
- Able to pass a background check and drug screening as requested.
- Ability to work legally in the United States

Qualifications Preferred

- Experience in youth Quaker institutions

Compensation

This is an exempt position. Monthly salary \$4,500-5,500 depending on experience. Housing on site is potentially available.

Please send a cover letter and resume to info@woolman.org before May 15, 2021.