The National Center for Outdoor & Adventure Education

Job Description

POSITION TITLE: Outdoor Education Program Director

RESPONSIBLE TO: Executive Director

STATUS: Full Time/ Exempt

COMPENSATION: $57,500 - $67,500

Overview

The Program Director is responsible for overseeing the planning, staffing, implementation, and evaluation of NCOAE's outdoor education and adventure-based programs. This position provides leadership in program operations, staff recruitment and development, risk management, AEE accreditation, budget oversight, and management of NCOAE's Wilmington campus. The Program Director ensures safe, high-quality educational experiences consistent with NCOAE's mission, policies, and educational framework. This hands-on leadership role requires administrative oversight, active field involvement, professional networking, and occasional overnight travel.

Major Job Responsibilities

Program Leadership & Operations

- Oversee planning, preparation, completion, and evaluation of programming.
- Ensure programs meet NCOAE's educational, operational and risk management standards.
- Supervise the Program Coordinator and oversee logistics, food, equipment, and transportation.
- Manage program budgets, resource allocation, and operational expenses with leadership team.
- Support curriculum development, program improvement, and new educational initiatives.

Staff Recruitment, Supervision & Development

- Lead the recruitment, interviewing, hiring, onboarding, and evaluation of instructors and staff.
- Oversee instructor scheduling, training, professional development, and performance.
- Ensure staff maintain required certifications and comply with NCOAE policies.
- Promote a positive, professional, and accountable working environment.

Risk Management & AEE Accreditation

- Oversee risk management, emergency response, and field operations standards.
- Provide leadership during field emergencies, incident response, documentation, and follow-up.
- Lead submission of AEE accreditation reports and documentation, ensuring ongoing compliance with accreditation standards.
- Coordinate accreditation reviews continuous quality improvement efforts.

Wilmington Campus & Field Operations

- Ensure appropriate management of equipment, vehicles, facilities, and program supplies.
- Travel to program locations, evaluate field operations and support instructors.

Industry Engagement & Professional Development

- Attend industry conferences, professional workshops, and continuing education opportunities to remain current with best practices and industry standards.
- Represent NCOAE at professional events, networking opportunities, and meetings with educational partners and industry stakeholders.
- Develop and maintain relationships with schools, organizations and industry professionals.
- Participate in occasional overnight travel to meet with existing and prospective partners
- Participate in organizational leadership meetings, strategic planning, and professional development initiatives.

Qualifications and Requirements (subject to change)

1. Must be detailed oriented and organized
2. Is able to create and maintain a welcoming and supportive student environment
3. Excellent customer service skills are a strong must
4. Two (2) years previous administrative experience, preferably with recreation, camp, outdoor education, or related field
5. Experience managing participant files, including program registration forms
6. Demonstrated success with multitasking and working as an integral part of a high-functioning team responsible for the care and safety of others
7. Excellent oral and written communication skills, including public presentation and procedure training/demonstration skills. (Knowledge of MS Word/Excel)
8. Proficient in basic computer operation, including but not limited to navigating the Internet; using programs like Microsoft Word, Excel, and PowerPoint; and corresponding via email and text
9. Fluency in additional languages—including Spanish—is a plus, but not required
10. Ability to learn new computer software applications are a requirement
11. Previous experience with invoicing and office machinery is required

Physical Requirements

Extensive use of computer and the telephone is required, as is the ability to lift and carry approximately 50lbs of equipment.

Equal Opportunity

The National Center for Outdoor & Adventure Education is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (The National Center for Outdoor & Adventure Education is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).