



About Common Ground Center (CGC)

Common Ground Center is a nonprofit, multi-age arts and outdoor education center. We are dedicated to environmental sustainability and strengthening diverse families, organizations, and communities. CGC has been providing engaging, accessible and family friendly programming since 1994. Program offerings include; Camp Common Ground, a family camp that operates three one-week long sessions each summer; Adventure Camps, week-long day camps for local children during school breaks in February, April and July; Camp Kaleidoscope, a family camp for families experiencing autism; as well as Opening and Closing work weekends for alumni and friends. CGC also welcomes local school groups for short programs as well as a host of partner programs that function autonomously of the program team. All programs are designed to connect participants to the natural world around them, create opportunities for learning and provide varied avenues for engagement. CGC's vision of **Camp for Everyone** is rooted in access for those on the margins, so most programs are offered at a sliding pay scale with generous camperships available for those who need it. CGC is committed to serving people from historically marginalized backgrounds, BIPOC families, Queer families and economically disadvantaged folks.

Position Details

CGC is seeking a Program Director who has a passion for orchestrating magical moments. As the primary lead for all programs, the Program Director will have their finger on the pulse of all the schedule decisions as well as hiring, training and supervision of seasonal staff. After nearly 30 years of operation, CGC's family camp has a tried-and-true model for success so the Program Director will leave their mark by slotting in unique and engaging offerings for children and families. Adventure Camp is also a well-oiled machine (with a lot of moving parts) and will require subtle adjustments to bring it to the next level. The Program Director will also supervise the Camp Kaleidoscope Director and work closely with them on details of that program.

Common Ground Center is an organization that has a high season and a slow season. The Program Director will be required to be available for longer hours during July and August but will have an incredible amount of flexibility to make their own schedule between September-March. CGC has developed policies to ensure that those working more hours during the high season are compensated for that short period of higher expectations.

Essential Duties and Responsibilities

- Recruit, hire, train and supervise staff for all programs
- Oversee all aspects of program design and delivery
- Work with school groups to create meaningful program offerings
- Work with Rental Coordinator and Communications Coordinator on developing new markets for all programs
- Work with partner organizations to maintain and build robust recruitment pipeline for target clientele (at risk youth, families, BIPOC communities, New Americans, etc.)
- Build schedules for all programs
- Ensure all staff have up-to-date paperwork, certifications and employment letters

- Assist Communications Coordinator with online registration setup
- Assist with general administrative duties as needed (data entry, mailings, etc)
- Work with Executive Director on budgeting process
- The Program Director needs to move about inside CGC's two story office as well as various sections of the 700 acre site, which includes rugged terrain, stairs and open fields.

Skills and Experience

- 3+ years of programming experience with families and/or children
- Ability to manage multiple facets of a project and delegate to a team
- Enthusiasm for and track record of successful collaboration
- Excellent communication skills; interpersonal and public speaking
- High level of organization and a planning mindset
- Confidence using MS office , GSuite and online databases (UltraCamp experience a plus)
- Energetic and creative leadership skills
- Flexibility and the ability to problem solve on the fly
- ACA Visitor Training Certification a plus
- Commitment to accessibility with regards to justice, equity, diversity and inclusion

Compensation and Benefits

This a full-time (35 hour/week), salaried exempt position with a starting salary range of \$38,000-\$42,000

- Flexible hours with some remote work welcome
- Free access for children of staff for all applicable programs
- Free child care for younger children during all programs
- Fun and casual work environment
- Access to 700 acres of natural beauty with opportunities to hike, swim, snowshoe, and more
- Professional development opportunities including ACA visitor training and self-directed certifications
- Free meals while programs are in session.
- Full health and dental benefits
- 401(k) retirement plan
- Paid Time Off ladder increasing from 22 days in the first year

Start Date is negotiable between February and March 2023

Send Resume, Cover Letter and References to connor@cgcv.org by Wednesday December 21st.