

Position: Outdoor Programs Coordinator

Summary

Rutabaga Outdoor Programs (ROP) creates opportunities for all people to connect with nature, others and themselves through time on the water. The Outdoor Programs Coordinator implements all aspects of the ROP Youth Program under supervision of the Director of Outdoor Programs. This position shares responsibility for achieving business and program goals for Rutabaga Outdoor Programs and Rutabaga Paddlesports with the entire Rutabaga team.

Responsibilities

Program Management and Administration

- Manage the Youth Programs
 - Recruit, interview, hire, train, schedule and supervise the youth instructor team.
 - Develop and implement youth instructor staff training to ensure quality and consistency of instruction.
 - Maintain and create relationships with community partners.
 - Negotiate and manage all contracts with youth groups, including scheduling, communication prior to and after their course, the application of scholarship funds, and the processing of invoices and payments.
 - Manage the execution of all youth program courses, ensuring the availability of all necessary equipment, transportation and staffing, and addressing all safety needs.
 - Ensure that Rutabaga's policies and procedures are implemented and followed, and manage risk for participants and staff.
 - Coordinate the care and maintenance of all youth program equipment, supplies and storage facilities to ensure availability when needed.
 - Manage and grow the youth scholarship program.
- Manage the Junior Leadership Development internship program
 - Recruit, interview, select, train, schedule and supervise the Junior Leader interns.
 - Develop and implement Junior Leader training.
 - Promote and support the development of the Youth Staff as mentors to the Junior Leaders.
 - Act as a resource and support for Junior Leaders and their parents.
- Assist with the Door County Sea Kayak Symposium (DCSKS)
 - Serve as the key contact for participants prior to and during the event.
 - Assist with all pre and post event planning, prep, packing, debriefing, etc.

Program Development

- Grow the youth program by developing new classes, updating curriculums, establishing partnerships with new youth groups, improving marketing to individuals, etc.
- Develop the annual schedule of all ROP classes with the assistance of the Director of Outdoor Programs
- Assist in the marketing of the Outdoor Programs including drafting promotional & advertising copy, distributing brochures, working community events, etc.
- Coordinate the ongoing evaluation of youth program offerings by individuals and groups, making improvements as appropriate to build on program successes.

Additional Responsibilities

- Assist customers in making course selections, register participants for classes, oversee delivery of course packets and class materials to customers.
- Provide support to the retail side of the business working on the sales floor, answering phones, participating in product training, and otherwise assisting where needed, schedule permitting.
- Participate in other Rutabaga projects and events such as Canoecopia, Olbrich Park Boat Rentals, community festivals, etc.
- Ensure a high level of customer service at all times.
- Foster a safe and respectful environment within a diverse community of youth, families, volunteers and partner agencies.
- Support the overall continued success of Rutabaga as a top paddlesport, multi-channel retailer and outstanding place to work.

Qualifications

- Knowledge of and experience with the development and implementation of youth programming, preferably in the outdoors
- Knowledge of and experience with the principles of environmental and experiential education
- Experience supervising, training and/or working closely with peers and youth
- College degree preferred
- Demonstrated enthusiasm for learning and teaching
- Good communication skills - verbal and written
- Strong organizational skills and dedication to follow through
- Positive energy and a good attitude
- Flexibility and adaptability
- Self-motivated: takes initiative, goal oriented, persuasive with customers and potential customers
- Ability to work and make decisions as part of a team and independently as needed
- Values inclusion, developing others, building relationships, quality results, and open communication
- Experience with computer and web technologies, including Excel, Word, Google Docs, other 'cloud' based technologies, InDesign and Photoshop, or the willingness to learn
- Able to work some evenings and weekends
- Able to lift up to 50lbs, move boats, and spend multiple hours outside
- Valid driver's license with a clean driving record within the past 3 years
- Paddling experience is preferred, but not required

Work Schedule

- Full time position at 40 hours/week
- Primarily Monday-Friday with occasional weekend work for special events, classes, and trainings

Compensation and Benefits

- Salary \$29,000-\$31,000 depending on experience
- Comprehensive medical and dental insurance after 60 days of employment
- Paid vacation, holiday and sick time
- Individual retirement savings plan available with employer match
- Opportunity to purchase outdoor gear and clothing from below wholesale prices
- Opportunity to demo and use boats & gear designated for staff use
- Fun work environment and flexible schedule

To Apply

Submit a cover letter and resume to Amelia Musser, Director of Rutabaga Outdoor Programs at ameliam@rutabaga.com. Closing date is September 30, 2018.

Rutabaga is an Equal Opportunity Employer. We make hiring decisions based on qualifications, not on age, race, ethnicity, religion, gender, sexual orientation, or ability.

About Rutabaga

Rutabaga is the Madison area's only paddlesport shop. We're a home-grown specialty retailer that's still locally owned and proudly operated by some awesome folks that walk the walk – we love paddling and the outdoors. However, our reach extends far beyond Madison. Rutabaga has repeatedly been honored as the *nation's* top paddlesport retailer.

We are passionate about what we do, we enjoy working with each other, and we work both hard *and* smart as a team to deliver what we think is the best customer experience possible. Thanks for considering joining our team!