



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Program Coordinator – Outdoor/Experiential Learning

Located in the heart of the beautiful Blue Ridge Mountains in Black Mountain, NC on a picturesque 1,200 acre campus, YMCA Blue Ridge Assembly is a non-profit leadership and training center. As a year-round conference center, we are a partner and platform for groups of youth, teens, families and adults. Having hosted our first conference over 100 years ago, we continue to serve a diverse array of groups—churches, schools, colleges, family reunions and youth groups, among others. We provide a Christian atmosphere for guests and staff to focus on youth development, healthy living and social responsibility. As a hospitality-focused YMCA, we are committed to delivering exceptional experiences for our 33,000 annual guests while developing a team of values-driven leaders.

We are hiring for a full-time, year-round Program Services Coordinator. The Program Services Coordinator serves in a leadership role on the Mission Impact team and facilitates quality and meaningful adventure activities.

QUALIFICATIONS AND SKILLS

- Bachelor's degree in outdoor leadership, experiential education, recreational management or related field preferred
- Minimum of two years of leadership experience in outdoor education, youth development or recreational programming
- Thorough knowledge of youth development, group management techniques, facilitation skills, team leadership and staff supervision
- Exposure to backpacking/excursion programming or aquatics is preferred
- Experience in the areas of environmental education, leadership development and ropes course facilitation; Certifications desirable
- High level of physical fitness and be able to work at heights of 50-feet off the ground
- Excellent interpersonal skills and a professional demeanor
- Comfortability leading groups of various sizes and participants of all ages
- Basic proficiency with computers, including Microsoft Excel, Word, property management systems, and the ability to learn new programs
- Demonstrated commitment to the mission, philosophy and vision of YMCA Blue Ridge Assembly
- Ability to multi-task, set priorities and adapt to rapidly changing responsibilities
- Must be willing and able to work a flexible schedule including weekends, evenings and holidays as needed

RESPONSIBILITIES

- Facilitate programs for all outdoor recreational activities and in all program areas, both as the lead facilitator and as a team member
- Communicate clearly and professionally with co-workers and groups
- Help maintain all program areas and trails on the property
- Lead and develop part-time staff to ensure an empowered and motivated team that provides safe, fun and meaningful experiences for all participants
- Work with the Mission Impact team to develop new programs
- All YMCA Blue Ridge Assembly staff are cross trained in multiple departments to better serve guests as seasonal needs dictate

COMPENSATION AND BENEFITS

- Starting salary commensurate with candidate experience
- Eligible for YMCA Retirement Fund after two years: YMCA Blue Ridge contributes an amount equal to 12% of gross pay to the fund at no cost and without any matching requirement.
- Free meals in our dining facilities whenever conference groups are being served
- Health insurance, dental, vision, LTD/STD, and life insurance offered after a 90-day review period
- Eligible for 23 days of Paid Time Off
- Free family membership to the Y of WNC, after a 90-day review period.

APPLICATION PROCESS

Interested candidates should send their resumes, along with three references, to the Director of Human Resources, Bruno Vandorsee: bvandorsee@yblueridge.org.

The application can be also submitted through the link below:
<https://blueridgeassembly.org/join/employment-application>

Deadline to receive applications: January 25, 2022