



## Position Description Outdoor Recreation Manager

**Position Type:** Full Time, Hourly, Non-Exempt

**Salary:** Starting at \$16.95/hour DOE

**Benefits:** Health, life & long-term disability insurance, paid time off (vacation, sick, holidays), membership privileges, 403(b)

### **Organization Description:**

Founded in 1913, Fontenelle Forest is one of Nebraska's oldest conservation organizations and one of the largest private nature centers in the nation. Fontenelle Forest aspires to be a national leader in environmental stewardship and education and the region's premier nature center. Fontenelle Forest is located in Bellevue, NE just 15 minutes from Omaha's Old Market District. The Forest consists of 2100 acres of forest, woodlands, prairie, and wetlands that provide diverse opportunities to experience and enjoy the natural world while maintaining an authentic experience grounded in environmental ethics.

Fontenelle Forest values its employees and is committed to maintaining a positive working environment and a culture and a value proposition that attracts and retains top, diverse talent. Beyond a personal commitment to diversity, equity and inclusion, we are looking for candidates with knowledge and experience successfully integrating DEI best practices into programs, services, and staff management. People who have lived experience in historically marginalized and excluded communities are especially encouraged to apply.

### **Job Description:**

The Outdoor Recreation Manager is a new position that will be responsible for expanding Fontenelle Forest's current recreational opportunities which include yoga, summer day camps, canoeing, archery, group hikes, and snowshoeing. The Outdoor Recreation Manager will also develop and implement exciting and engaging new opportunities that engage visitors and invite community partners to explore the natural world through active outdoor recreation, adventure, team/character development, and experiential learning. A key effort will include the planning, implementation, and management of Fontenelle Forest's rustic overnight campground, Camp Wa-kon-da. Fontenelle Forest acquired the former Boy Scouts of America Camp Wa-kon-da in 2019. It is currently still utilized by the Boys Scouts and operations will be grown to include campsite rental and use by community organizations and groups. Outdoor recreation programs take place throughout the year and aim to engage people of all ages, levels of skill and competency, and differing abilities. Programs generally take place onsite at Fontenelle Forest's properties (Fontenelle Forest, Camp Brewster, Camp Wa-kon-da, and Neale Woods). Fontenelle Forest seeks a dynamic team member ready to contribute. The ideal candidate for this role will embrace and exemplify Fontenelle Forest's mission, vision, and values. This position reports to the Director of Education.

### **Primary Duties (95%):**

- (40%) Develop, implement, and evaluate on-site and off-site outdoor recreation programs and day camps that facilitate equitable access to nature, inspire a sense of adventure and exploration, and support community health and wellbeing.
- (20%) Program administration and staff leadership which includes: Recruitment, training, management, and evaluation of staff and volunteers; Maintaining equipment and implementing safety policies and procedures of recreational facilities and program participants to ensure

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compliance with health and safety regulations; and, Maintaining current knowledge of trends and developments in the outdoor recreation programs and enhance personal and staff professional growth through educational programs, current literature, conferences, and workshops.

- (15%) Plan and manage overnight camping at Camp Wa-kon-da for community sports organizations, nonprofit organizations, and partnering business, school, and community-based organizations.
- (10%) Promote and manage partnerships with community organizations and businesses to grow program revenues and increase program participation.
- (10%) Develop program budgets, set program pricing, and negotiate program agreements with program clientele.

## **Other Duties (5%):**

- Lead program meetings and participate in required staff meetings regularly.
- Lead outdoor recreation programs as needed.
- Customer service.
- Assist other education staff with programs as needed.
- Perform other duties as assigned.

## **Qualifications:**

- Curiosity, joy, and passion for sharing discovery of the outdoors, nature, and environmental ethos with people of all ages.
- Experience developing and leading outdoor recreation and adventure programs, summer camps, team building programs, and informal educational programs,.
- Outdoor leadership experience or training in Outward Bound, NOLS, and/or residential/overnight camp management highly desirable.
- Knowledge and experience successfully integrating DEI best practices into staff leadership, customer service, and the design and delivery of programs and services.
- Ability to prioritize and work on multiple projects simultaneously.
- Ability to work independently and as a team.
- Ability to work collaboratively and to build strong relationships with supervisor and co-workers.
- Ability to problem solve, remaining calm and flexible in adverse situations.
- Strong planning, developing, and organizing skills.
- Strong communication skills to convey complex ideas concisely and effectively.
- Ability to work a flexible schedule with weekday, weekend and some evening hours.
- Familiarity and comfortability working with e-mail, Microsoft Office software, and database systems (Altru, Microsoft Excel).
- Ability to successfully pass a background check.
- Certified Adult CPR & First Aid (or ability to be certified upon being hired).
- Must have a valid driver's license.

## **Education/Experience:**

- Bachelor's degree from an accredited college/university in a related field or a combination of related experience required. Master's degree in a related field is desirable.
- Minimum of 5 years of experience working in outdoor recreation, adventure/expedition programs, overnight campground operations, summer camps, and/or other related field.
- At least 2 years of responsible staff supervisory and management experience.

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## **Physical Demands:**

- Must be able to perform moderate to strenuous physical labor, participate in, and set up equipment for activities including canoeing, kayaking, camping, hiking, archery, and others.
- Regularly work in outdoor environments in all weather conditions.
- Must be able to remain in a stationary position for program presentations and administrative work.
- Regularly operate a computer, laptop, projector, phone system, copier and other basic office machinery.
- Person in this position frequently communicates with others over the phone and via email. Must be able to exchange accurate information in these situations.
- Must be able to lift a minimum of 40 pounds.

**To Apply:** Send cover letter and resume to [info@fontenelleforest.org](mailto:info@fontenelleforest.org) with. "ATTN: Dir. of Education" in the subject line. Application period will remain open until the position is filled.

*Fontenelle Forest is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its employment related policies and practices.*

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