Christodora, a 118 year-old non-profit organization, announces an exciting opportunity for a vibrant leader in outdoor education to join our team at the Manice Education Center (MEC), located in a pristine outdoor setting in the Berkshire Mountains of Western Massachusetts. MEC annually serves approximately 850 youth with an array of programs, including 3-day field trips for NYC schools, and 1-3 week summer camping programs that have a focus on backpacking and canoeing expeditions.

Engaging as a key team member, the Assistant Director (AD) brings a high level of positive energy while providing effective leadership for daily operations at the Manice Education Center. Responsibilities include assisting the Director with staff trainings and empowering and supporting 12-15 outdoor educators to deliver effective hands-on activities in environmental education, leadership, and wilderness exploration. The AD creates and organizes various program schedules, helps to write and implement educational activities, as well as plans for Center wide activities and events. The AD supports programming by cheerfully being available for risk management, including on-call responsibilities and supervising waterfront activities. Other duties include evaluating staff and facility needs, leading and assisting in day to day care of gardens, preparing supply requisitions, and transporting program participants and staff in Center vehicles.

A successful applicant will:

- Have at least 2 years of prior experience in leadership & program coordination for outdoor education and expedition based youth programs.
- Demonstrated success in coordinating schedules and activities.
- Have high energy and outstanding prior performance as a leader with positive and effective communication skills.
- Be passionate about positively impacting youth and can easily build rapport with a broad and diverse population from low-income neighborhoods in New York City. Ability to speak Spanish is a plus.
- Be able to easily spark an interest in the natural sciences and possess prior experience teaching environmental education lessons/activities in informal or formal settings.
- Have relevant prior experience facilitating challenge course activities, leading backpacking trips, and canoeing; and be able to provide field support as necessary.
- Be experienced in making sound decisions for emergency circumstances, and perform as Acting Director during the evenings and as needed.
- Be interested in becoming an integral part of the Christodora community for at least 2-3 seasons.
**Requirements:**

- Excellent motivational, organizational, and communication skills; BA/BS in a related discipline.
- At least 2 years of supervisory level experience in a residential camp or relevant similar setting (or ability to attain American Camping Association Camp Director Certificate prior to April 2016).
- Wilderness First Responder and CPR/AED Certifications that will be current for the April – Oct. 2016 Season (or ability to attain prior to April 2016).
- Lifeguarding Certification (or ability to attain during June 2016 Trainings at MEC).
- Regulations require candidates to be at least 25 year old.
- Current Driver’s License and a Safe Driving Record
- Background clearances and medical physical. Initial drug screening may be required.

The Manice Education Center is a residential program and requires the Assistant Director to live on-site in a personal apartment from April through October. Off-site time includes most weekends in the spring and fall, 2-3 day breaks between programs in the summer, and a week of paid time off between August and September. The Assistant Director generally performs active duties in the afternoons and evenings.

Christodora may have year round employment opportunities for candidates who would enjoy living in New York City from November through March, helping to facilitate success for ecology based, environmental education in schools and weekend/afterschool programs in outdoor education and conservation. Candidates may teach or lead in these programs depending on qualifications. For consideration, please include your interest in your cover letter.

**Salary/Benefits:** Competitive weekly salary D.O.E.; room and board (at MEC); equipment discounts; and an opportunity to work/live in a beautiful outdoor setting while making a positive and lasting impact for New York City youth!

**Apply:**
Please send a detailed cover letter and a resume to: employment@christodora.org with “Assistant Director” in the title. Feel free to include outdoor leadership and/or education portfolios.