

Position Description:

Director of School & Community Programs



About Cottonwood Gulch Expeditions

Our mission is to provide outdoor learning adventures to youth of all backgrounds that foster personal growth, strengthen community, and inspire stewardship of the natural world. We have been leading outdoor expeditions since 1926, and currently work with hundreds of students (or “trekkers,” as we call them) each year. We use the outdoors as our classroom to explore science, culture, history, art, and adventure in New Mexico and surrounding states, all with the goal of inspiring personal growth and a strong community. We steward an active alumni base, who represent multi-generational connections to CGE.

About This Position

We are seeking a Director of School & Community Programs to work closely with our school partners, community partners, and Cottonwood Gulch staff team to strengthen our existing programs, find new partnerships, and provide guidance and support to our team of educators. We provide innovative, experiential education in the outdoors, and the Director of School & Community Programs will play a large role in continually refining our programs and partnerships. They will act as the point person for our school partners, supervise year-round educators, and train CGE staff on our programs, curriculum, and itineraries.

Responsibilities:

School and Community Partnerships (~40%)

- Act as the primary administrative liaison for school and community partners, ensuring effective communication and relationship management.
- Match school and community partners with CGE programming that best fits their needs.
- Proactively recruit new schools and organizations to expand our network and reach.
- Create and manage administrative relationships with partners, including budgets, reports, and feedback systems that will enhance programs and relationships.

Staff Leadership and Training (~30%)

- Supervise 2-4 permanent staff members and potentially supervise seasonal staff.
- Lead comprehensive staff training sessions on experiential outdoor education, including overnight training.
- Collaborate to maintain and enhance our policies, processes, and risk management plan.
- Assist with staff recruiting and hiring.
- Participate in the Cottonwood Gulch On Call system; Provide timely administrative and field support to respond to unforeseen challenges.

Program Development, Improvement, Alignment (~20%)

- Spend time in the field to provide leadership, assess program quality, and provide coaching and support for field staff.
- Help our educators design and improve CGE educational programs, ensuring they align with the organization's mission, vision, and values, and that they align with each other.
- Help incorporate outdoor and experiential education best practices into CGE programs, and ensure staff have access to effective digital and physical resources.
- Communicate effectively with program staff and operations staff to ensure field programs function at a high level.

Administrative and other duties (~10%)

- Collaborate with the administrative team to develop aspects of the organization's annual and seasonal financial budgets and goals, and assist development staff in completing grant applications and reports.
- Work with land managing agencies & CGE operations staff to secure & administer special use permits.
- Model the organization's values in everyday work.

Required Qualifications:

- Applicants must be at least 21 years of age by the position start date and possess a valid driver's license. Must have a clean driving history and be able to meet the criteria for CGE vehicle insurance coverage.
- At least five years of experience in education, including experience with outdoor experiential education with a diverse population of students.
- Experience in leadership/supervisory/managerial roles.
- Must be able to spend time in the field, including overnight hours. Work hours are sometimes outside of traditional office hours.
- Experience with Google Drive, Adobe products, and Microsoft Office, or ability to quickly learn to use those products, and similar ones, in a professional setting.
- Strong administrative skills, including the ability to prioritize and manage multiple tasks simultaneously and independently.
- Ability to communicate effectively and professionally with a wide range of audiences.
- Wilderness First Responder certification, or ability to acquire within 90 days of hire.

Preferred Qualifications:

- Eight or more years experience in education, with connections to school and community partners in New Mexico.

- Masters or higher degree in education, outdoor education, or related field.
- Fluent in Spanish.
- Wilderness EMT.
- Experience with development work, including fundraising and grants.
- Experience working with federal and local land management agencies.

Reports To: Executive Director

Criminal Background Check: CGE requires criminal background checks from all employees.

Physical Requirements: Ability to hike up to 5 miles a day on uneven surfaces and carry a pack up to 30 pounds. Ability to sleep in a tent or open-air cabin accessed by stairs, work at a desk, talk on the phone, and use a computer.

Work Location & Seasonality: Albuquerque, NM, with travel throughout the state, including periods of time camping in frontcountry and backcountry settings (we estimate 20-40 nights total per year, more if desired).

Compensation & Benefits: This is a year-round, full-time, exempt position. Starting salary \$55k or higher depending on experience, plus a generous benefits package including 100% healthcare premiums (health, dental, vision), 5% retirement match, paid time off, and flexible working hours and locations. We provide room and board while at Cottonwood Gulch Basecamp and on field expeditions.

Inclusive and Welcoming Environment

CGE is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, spousal affiliation, mental or physical handicap, serious medical condition, or military status in any of its activities or operations.

Moreover, Cottonwood Gulch Expeditions believes in the learning, growth and healing that can take place in the outdoors. We also recognize that access to programs like ours—along with access to any green space, clean air and water, and healthy food—continues to be a privilege rather than a right. CGE recognizes that in outdoor spaces, the voices and work of people of color, people from working class backgrounds, Indigenous people, women, and LGBTQ+ individuals have been often overlooked and marginalized. Therefore, we encourage applications from people in these groups, and all people, regardless of background.

To Apply

Email a resume and cover letter to Jordan Stone, Executive Director: jordan@cottonwoodgulch.org. Priority consideration will be given to applications received before 5/31/24.