



Camp Fire Alaska is looking for outgoing, knowledgeable and professional candidates who want to create an impact within our **full time** leadership position of ***Professional Development Manager***.

EMPLOYMENT TYPE: This is a Full Time Exempt Position

BENEFITS: Health Care Insurance, Accrual for Paid Time Off and Tax Sheltered Annuity.

COMPENSATION: Pay starting at \$46,000.00/Salary DOE

POSITION DESCRIPTION: The Professional Development Manager collaborates across the School Age Program to align professional development and training opportunities for staff to address quality programming, Camp Fire's culture and strategic goals, coaching and performance management methods, career development, and employee retention.

OVERVIEW OF ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Quality

- Provide / coordinate coaching and training opportunities for program delivery staff.
- Contribute leadership / meaningful inputs to Procedure Manual..
- Train on the Thrive framework.

Coaching and Supervision

- Provide leadership growth / development / improvement of on-boarding process leading & annual reviews.
- Develop, seek input, and manage all aspects of the Training Calendar.
- Model, coach, and train others to utilize a strengths-based approach for relationship and goal management.

Program Administration

- Coordinate with HR to monitor designations and education plans to meet Licensing standards
- Contribute timely administrative duties, program reports, and grant data as required
- Act as a meaningful input supporting School Age Program staffing.

SKILLS AND ABILITIES

- Proven adult education methods for dynamic and engaging staff training;
- Ability to work independently and as part of a team
- Work in a fast-paced environment, multi-task, and adapt to change

QUALIFICATIONS

- Minimum: Bachelor's degree in education, youth development, social work, outdoor / recreation administration, or similar field. Masters preferred. *** Minimum: SEED Level 7 required. SEED Level 10 or higher preferred ***
- Minimum: two years previous teaching / instruction delivery required, with at least one year training delivery to adults in formal settings (i.e. not in coaching or meeting settings) preferred
- Minimum: two years' experience in direct program delivery (in licensed or accredited programs/camps, classroom teaching, outdoor education, etc.) required, with experience with school age youth preferred
- Minimum: two years or three seasons previous supervision experience in a youth development, camp, and/or non-profit agency required Minimum: Certified trainer of CPR and WFAR, or ability to earn certification within 6 months. Certified trainer of LG, Boating/small watercraft, and YMHA preferred

To see the full job description please visit: www.campfireak.org – navigate to the JOBS tab & then click on “Apply Now.” You may click on any of the positions to learn more! Questions? Call 907-257-8803