



Job Title: Outdoor Education Director (OED)
(Full-Time Exempt)

Department: YMCA Camp DeBoer

Reports To: Executive Director of the Ashland Family YMCA

Salary: \$62,000 – \$68,000

POSITION SUMMARY: Lead and develop all aspects of outdoor education at YMCA Camp DeBoer and its programs. The Outdoor Education Director (OED) will work closely with the Camp leadership team to provide quality outdoor education and overnight camp experiences for all participants at YMCA Camp DeBoer. The OED will oversee the development, management, and delivery of the spring and fall Outdoor School program. They will be responsible for management of the outdoor school equipment and supplies, program design, hiring and training Outdoor School staff, and following current state curriculum guidelines. The OED will maintain positive relationships with students, teachers, administrators, chaperones, and parents, and create and maintain relationships with multiple school contacts. The OED is responsible for the continuation and development of auxiliary programs including day-long outdoor environmental education field trips off-site, day-long field trips at YMCA Camp DeBoer, and summer environmental education programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan and implement the spring and fall Outdoor School seasons.
 - Develop, maintain, and evaluate place-based curriculum that supports Oregon Outdoor School requirements and participating schools' educational goals.
 - Maintain program systems, schedules, materials, and standards necessary for consistent, high-quality delivery.
 - Maintain strong relationships and communication with participating schools, educators, OSU Extension Outdoor School, and relevant community partners.
 - Coordinate with schools before and during their Outdoor School experience to support successful participation.
 - Directly supervise recruit, hire, train, and evaluate seasonal Outdoor School staff and student leaders
 - Coordinate volunteers supporting Outdoor School, including orientation, training, scheduling, and supervision.
 - Recognize, mitigate and respond to hazards to ensure a healthy and safe program for all participants.
 - Develop and manage the Outdoor School budget and program resources.
 - Track and report key performance indicators related to participation, program quality, staffing, and financial performance.
 - Use program data, feedback, and performance metrics to guide program improvement, support the Ashland Family YMCA Strategic Action Plan, and communicate key needs and opportunities to YMCA leadership.
 - In addition to leading Outdoor School and other outdoor education programs, the Outdoor Education Director serves as a member of the YMCA Camp DeBoer Overnight Summer Camp leadership team, supporting the management, operations, and successful delivery of the summer camp season.
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JOB DUTIES

- Plan, coordinate, and deliver outdoor education programs outside of the traditional spring and fall Outdoor School seasons.
- Develop and maintain day-use outdoor education opportunities at YMCA Camp DeBoer and appropriate off-site locations.
- Coordinate programming for schools, homeschool groups, community organizations, and other partners seeking shorter or customized outdoor education experiences.
- Adapt existing curriculum and activities to meet the age, size, schedule, and educational goals of participating groups.
- Support the development of summer outdoor education opportunities that complement YMCA Camp DeBoer programs and available facility capacity.
- Build relationships and identify opportunities that expand access to sustainable, mission-aligned outdoor education programming.
- Develop and maintain educational resources, interpretive materials, and program opportunities that enhance the experience of rental groups and other YMCA Camp DeBoer participants.
- Collaborate with departments and staff across the Ashland Family YMCA to support organizational priorities, strengthen program coordination, and advance the YMCA's mission and Strategic Action Plan.
- Work collaboratively with Camp DeBoer leadership to support coordinated, safe, and high-quality camp operations and programming.
- Coordinate with the Facility Director and appropriate food service staff regarding dietary restrictions, meal needs, and food service requirements, and accessibility accommodations for participants and staff in Outdoor Education programs.
- Participate as a member of the YMCA Camp DeBoer leadership team in planning and decision-making related to facility development, program operations, and the overall strategic direction of camp.
- Work with camp leadership to ensure programs and activities meet organizational standards for child safety, risk management, and appropriate liability coverage.
- Coordinate program calendars, operational needs, and shared resources with YMCA Camp DeBoer leadership to support effective use of the facility across programs.
- Maintain punctual, regular, and predictable attendance.
- Must be able to work alone as well as collaboratively in a team environment with a spirit of cooperation.
- Maintain a positive image at all points of contact with members of the public.
- Maintain professional attitude/manner and respectfully take direction from a supervisor.
- Model the YMCA Core Values of caring, honesty, respect, and responsibility.

QUALIFICATIONS

- Bachelor's degree in education, environmental science, or environmental education preferred; equivalent professional experience will also be considered.
 - Comply with the organization's abuse risk management policies, maintain appropriate professional boundaries, complete required training, and promptly report any suspected abuse, neglect, or policy violations.
 - Minimum of two years of experience in outdoor education, youth development, camp, education, nonprofit programming, or a related field.
 - Experience supervising, training, and supporting staff and/or volunteers.
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- Ability to make independent decisions that adhere to the purpose, mission, and goals of the YMCA.
 - Experience developing or implementing educational curriculum, preferably in outdoor, environmental, experiential, or place-based education.
 - Demonstrated experience in recruiting, training, and directing volunteer leaders and employees.
 - Strong communication, networking and collaboration skills.
 - Excellent team builder and team player; ability to work self-directed.
 - Strong interpersonal, public relations and communications skills for building social and business functions for effective partnerships and collaborations.
 - Ability to represent the YMCA in a mature and professional manner building strong relations with leaders in a wide variety of organizations in the community, and in the region.
 - Current First Aid and CPR certification, or ability to obtain and maintain certification as required.
 - Demonstrated skills in fiscal management. Experience with budget management, program evaluation, or performance measurement preferred.
 - Must pass a security clearance and a full background check.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- Must be able to lift/move a minimum of 50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____

Employer Representative: _____

Date: _____

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.

Prepared By: Jenny Gunter

Approved By: Heidi Hill

Prepared Date: 08/20/2026

Approved Date: 08/31/2026
