

Balanced Rock Foundation Program Director

Balanced Rock Foundation is seeking a Program Director based in El Portal, CA. The position is 10 months annually. Balanced Rock offers enriching programs for the mind, body and spirit in and around Yosemite National Park. These journeys foster individual well being, support the health of our community and environment, and forge a deep connection to the natural world. Our course schedule consists of predominantly backcountry trips of 3 to 10 days in length that include a reflective element such as yoga, meditation or journal writing.

The Program Director (PD) position provides the opportunity for a strong self-starter to develop and run current and new programs for the organization. The PD would be responsible for laying the foundation for systems to be put in place for 2009 and beyond.

Balanced Rock is seeking an individual who:

- Can represent the core values of the organization of mindfulness, healthful living, and compassion.
- Is comfortable working independently in a dynamic start-up environment.
- Possesses strong written and verbal communication skills.
- Possesses strong organizational skills and is proficient with Microsoft Word, Outlook, and Excel.

The Program Director is responsible for ensuring the safety, quality and delivery of all courses and workshops run by the organization. This position reports directly to the Executive Director.

Job Duties and Responsibilities:

Program Leadership

- Oversee execution of current scheduled programs
- Organize and staff custom trips
- Develop and monitor evaluation measures
- Oversee execution of community programs and special events.

Program Safety

- With the Executive Director, manage program risks.
- Develop and revise on an annual basis program risk management policies and procedures.
- Develop and revise on an annual basis program emergency response plans.
- With the Executive Director, provide emergency support for courses while they are in session.

Curriculum Development

- Develop and revise on an annual basis course curriculum and instructor resources for each program

Staff Development

- Supervise all field staff hiring including:
 - Staff hiring and promotion criteria
 - Staff training curriculum, both for new staff and ongoing
- Supervise staff working courses including regular field visits and performance evaluations
- Plan and facilitate staff training, development and communications

Food and Gear

- Development and management of the food purchasing system
- Gear purchase and maintenance

Enrollment management

- Work with the Executive Director to ensure clear and consistent communication with participants during the enrollment process.

Outreach

- Work with the Executive Director on outreach for programs, including traveling for presentations.
- Write and send bulk emails 2x a month for upcoming programs.
- With the Executive Director, write grants to support programming
- Manage the community Bulletin Board on website

Budget management for all above areas

Instruct 1 to 4 courses per year

Salary is based on an annual rate of \$32,000 - \$37,000 commensurate with experience.

This position is open until filled. Balanced Rock will begin reviewing applications in mid-July. The targeted start date is mid-September.

To apply, please submit the following items as soon as possible:

1. A cover letter describing your interests and qualifications in the position and the impact you made in your most significant work related accomplishment.
2. Current resume

Mail or email these to:

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