



Expedition Director

Work Hours: 40 hours/week, some nights and weekends required

Compensation: \$54,000 (benefits include: health, vision, dental, life insurance, retirement, and PTO)

Location: Flagstaff, Arizona (remote work not available)

Organizational Values: Connection, Adventure, Curiosity, Respect, Intention, Responsibility

To Apply: submit your resume & cover letter to admin@gcyouth.org by May 27th, 2022

Anticipated Start Date: August 15th, 2022

OVERVIEW

The Expedition Director is responsible for overseeing the expedition department including but not limited to: expedition quality, department budget, risk management, grant reporting, and expedition evaluations. The Expedition Director must demonstrate the ability to develop and maintain professional relationships with employees, youth, parents/guardians, volunteers, vendors, and community collaborators. Our ideal candidate has exceptional leadership, management, communication skills, and a strong proclivity for details.

The Expedition Director is part of the on-call team during the expedition season, is an integral part of and directly oversees/manages the Expedition Team, and works closely with the Logistics Director.

The Expedition Director reports to the Assistant Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Expedition Management (*90% of position*)

- Oversee expedition scheduling, planning, and recruitment
- Steward and embody GCY culture in day-to-day communication with stakeholders
- Sustain a risk management mindset: including medical, dietary, health review in consultation with GCY's Health Advisory Taskforce to support a quality application process
- Ensure expedition data integrity and quality expedition curriculum

- Manage, support, train, and hire the Expedition Team including Expedition Managers and work study/intern positions, as needed
- Fulfill and support budgetary processes, including expedition pricing, invoicing, and financial aid award oversight
- Participate in on-call duties
- Maintain workflow within organizational capacity to create efficient and effective expedition processes
- Participate in pre-trip and post-trip communications and feedback

Admin & Fundraising Support (*10% of position*)

- Participate in grant reporting and other fundraising efforts, as needed
 - Support cross-organizational initiatives, as needed
 - Oversee, delegate, and evaluate reporting staff
 - Implement strategic initiatives, as assigned
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SKILLS AND KNOWLEDGE

- Superior organization skills and ability to formulate and implement efficient systems
 - Exceptional detail management
 - Maintain professional and empathetic communication when navigating complex situations with all stakeholders
 - Demonstrated ability to think innovatively and accomplish responsibilities with minimal supervision
 - Strong ability to multitask and prioritize short and long-term needs
 - Excellent verbal and written communication skills
 - Ability to function as part of a busy work environment; including shared, open office with frequent interruptions
 - Willingness to work as part of a professional small mission-driven nonprofit team
 - Strong work ethic and problem solving skills
 - Desire and ability to connect with and mentor youth and seasonal employees
 - Commitment to creating expeditions that are just, equitable, diverse, and inclusive
 - Ability to communicate and delegate tasks
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Minimum Qualifications:

- Bachelor's Degree and/or lived experience demonstrating ability to learn, think critically, and work well with others of varying backgrounds
- Pass a pre-employment background and drug test

- Have a clean driving record
 - Exceptionally proficient using common office equipment, including computers and printers, phones, and Google Suite
 - 3+ years professional experience in the outfitting or experiential education industry
 - 2+ year experience managing staff
 - Current Wilderness First Responder, CPR, and EPI Auto Injector Certifications
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NOTES:

- Grand Canyon Youth requires our employees and volunteers to fully vaccinated against COVID-19
- This position is subject to the availability of grant funds
- This job description may evolve as the needs of the organization change. Other duties and instructions not listed here may be requested by an employee's supervisor
- Grand Canyon Youth, Inc. is an equal opportunity employer

Grand Canyon Youth, Inc. is a non-profit organization based in Flagstaff, Arizona. We offer educational outdoor expeditions that connect youth to the transformative power of the river and canyons of the Southwest. Visit www.gcyouth.org for more information. We are committed to justice, equity, diversity, and inclusion in every aspect of our organization. We work actively to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of identity including but not limited to race, ethnicity, gender, parental status, national origin, age, religion, disability, veteran's status, sexual orientation, gender identity, and/or gender expression etc. We actively seek diversity in our candidate pools. Applicants of all identities are encouraged to apply.

GCY is a small organization where most staff have multiple responsibilities and roles. We strive to uphold community values in everything we do. Our ideal candidate will be dependable, trustworthy, and able to follow up with and complete tasks in a timely manner. Applicants must be very organized and whole-heartedly embrace our values and mission.