



Expedition Manager

Work Hours: 40 hours/week, some nights and weekends required, (September & December off)

Compensation: \$37,000 (benefits include: health, vision, dental, life insurance, retirement, and PTO after first 90 days)

Location: Flagstaff, Arizona (remote work not available)

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

Anticipated Start Date: January 4th, 2024

OVERVIEW

The Expedition Manager supports the youth, parent/guardian, and volunteer expedition experience from start to finish. As the main point of contact for these stakeholders, the ability to communicate and collaborate skillfully is essential. This position is responsible for managing the application process, including reviewing participant health and dietary information, following up with parents/guardians and participants, and collaborating with group leaders, volunteers, and partner organizations to design the educational aspects of each expedition. Each expedition is customized to the needs of the group; the ability to manage constantly changing details with multiple stakeholders is very important.

The Expedition Manager is responsible for on-call duties during the expedition season, is an integral part of the Expedition Team, and works closely with the second Expedition Manager.

The Expedition Manager reports to the Expedition Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Expedition Management (*90% of position*)

- Manage the pre-expedition process for ~50% of all GCY Expeditions - including stewarding relationships with group leaders, leading parent/participant pre-trip meetings, supporting youth and families through the application process, and communicating educational goals and expedition specifics with GCY Field Staff
- Manage and support professional day-to-day communication with youth, parents/guardians, and expedition volunteers
- Review applications and conduct thorough health and dietary follow-ups to determine participants' expedition eligibility
- Work alongside Logistics Manager to communicate dietary restrictions and support menu creation

- Develop custom expedition curriculum plans aligned with the goals of all stakeholders
- Work with the Expedition Team to maintain communication materials (expedition descriptions, packing lists, itineraries, etc.) to support information sharing and expedition preparation
- Ensure expedition data integrity and annual improvement planning
- Manage programmatic resources for on-expedition learning & fun
- Work within the Operations Team to evaluate, provide, and synthesize expedition feedback
- Participate in on-call duties as assigned

Administration/Fundraising (*10% of position*)

- Assist incoming office visitors and answer phone calls
 - Participate in fundraising efforts, as needed
 - Support cross-organizational initiatives, as needed
 - Embody and support GCY culture in all communications and interactions with stakeholders
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SKILLS AND KNOWLEDGE

- General understanding and ability to communicate the nuances of remote outdoor expeditions
 - Ability to maintain a strong risk management mindset to determine on-expedition participant support
 - Knowledge of and ability to support development of outdoor, experiential, place-based curriculum
 - Willingness to work as part of a small professional nonprofit team
 - Demonstrated ability to think innovatively and accomplish responsibilities with minimal supervision
 - Ability to function as part of a busy work environment (including shared office with frequent interruptions)
 - Strong ability to multitask and prioritize short and long-term needs
 - Excellent verbal and written communication skills
 - Maintain professional and empathetic communication when navigating complex situations
 - Ability to document and communicate details
 - Strong work ethic
 - Commitment to creating expeditions that are just, equitable, diverse, and inclusive
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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
- Minimum of one year experience teaching, leading, and/or working with groups of youth
- Be of sound judgment & able to make good decisions
- Pass a pre-employment background and drug test
- Clean driving record
- Current Wilderness First Responder, CPR, and EPI Auto-Injector Certifications
- Have a working mobile phone

- Comfortable using common office equipment, including computers, printers, and Google Suite
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NOTES

- 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.