



Field Staff Director

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

Compensation: \$45,000 - \$55,000 annual salary

Benefits: health, vision, dental, and life insurance, retirement matching, and generous PTO

Location: Flagstaff, Arizona (remote work not available)

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

Job Status: Full-time, Exempt

Anticipated Start Date: January 1st, 2025

POSITION OVERVIEW

The Field Staff Director oversees Grand Canyon Youth's seasonal field staff (river guides and drivers) to ensure the highest quality expeditions for our youth and volunteers. As the direct supervisor for all field staff, the Field Staff Director conveys expectations and logistics, solicits and provides constructive feedback, and fosters an inclusive and collaborative environment among staff and volunteers. The Field Staff Director is an integral part of the operations team, ensuring we have optimal crews fitting to the diversity of expeditions we provide and supporting the day-to-day needs of GCY operations. A candidate dedicated to a quality human experience and has exceptional attention to detail will be a good fit for this role.

The Field Staff Director is responsible for on-call duties during the expedition season and working as a professional river guide or driver may be necessary to fulfill job responsibilities.

The Field Staff Director reports to the Assistant Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Field Staff Management (70% of position)

- Direct Supervisor for all field staff: recruiting, hiring, scheduling/rescheduling, training, mentoring, reviewing, disciplining, promoting, conflict resolution, etc
- Maintain required employment records accurately and thoroughly including employment paperwork, background checks, drug tests, certifications, experience documentation, permit qualifications, etc.
- Develop, implement, and evaluate a robust and comprehensive field staff training suite including the apprenticeship program for new guides
- Collaborate with the team to create training budgets and update Field Staff pay rates.
- Support our organization's goal to diversify GCY's field staff.
- Provide accurate and on-time weekly field staff payroll during the expedition season to the Finance Department

- Communicate about the organization's policy compliance and uphold the highest levels of professionalism
- Embody and support the culture of GCY in all communications and interactions with stakeholders
- Ensure compliance with regulatory agencies
- Exhibit a pronounced ability to navigate sensitive issues with discretion and professionalism
- Solicit and respond to feedback allowing for personal and professional growth for self and field staff

Logistics (20% of position)

- Participate in pre-trip and post-trip communications and feedback
- Collaborate with the Logistics Manager to ensure field staff have the tools and materials needed to complete their jobs
- Sustain collaborative relationships with vendors and outfitter peers
- Participate in on-call duties and logistics support as needed

Admin & Fundraising Support (10% of position)

- Ensure compliance with governmental or regulatory requirements
- Participate in fundraising efforts, as needed
- Manage and support office/warehouse volunteers
- Support cross-organizational initiatives, as needed
- Implement strategic initiatives, as assigned
- Attend weekly staff meetings

Skills & Knowledge

- Desire to collaborate as part of a professional small nonprofit team
- Extensive understanding of on-river dynamics among crew members and a knowledge of the typical equipment and supplies on expedition
- Strong background and experience with risk management processes including prevention, documentation, and training
- Seeks to be innovative and accomplish responsibilities with minimal supervision
- Prioritizes multiple constantly changing assignments; and organizes their time and work for optimum efficiency
- Excellent communication and interpersonal skills both in-person and in-writing
- Maintain professional and empathetic communication when navigating complex situations
- Ability to independently manage, document, and communicate extensive details and complex administrative tasks
- Strong work ethic and problem-solving skills
- Strong desire and ability to connect with and mentor seasonal employees
- Commitment to creating expeditions that are just, equitable, diverse, and inclusive
- Superior organization skills and ability to formulate and implement efficient systems
- Drive to ensure strong accountability measures for self and others
- Desire to embody and cultivate the mission, vision, and values of GCY

Minimum Qualifications

- Bachelor's Degree and/or lived experience demonstrating the ability to learn, think critically, and work well with others of varying backgrounds.
- 5+ years of professional river-guiding experience
- 1+ years of experience managing staff
- Be of sound judgment & able to make good decisions
- Pass a pre-employment background and drug test
- Comfortable using computers and printers, and Google Suite
- Have current backcountry food handler, WFR, CPR, and Epinephrine Auto-Injector certifications
- Be in excellent physical condition; have good balance, strength, stamina, and a strong cardiovascular system; be able to lift up to 50 lbs and able to assist in evacuations as needed
- Proven leadership skills
- Proven cool-headedness in uncertain situations
- Have a working mobile phone

NOTES:

- This position is subject to the availability of grant funds.
- This job description may evolve as the needs of the organization change. The employee's supervisor may request other duties and instructions not listed here.
- 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 rivers 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 based on 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 our organizational values in everything we do. Our ideal candidate wholeheartedly embraces our values and mission.