

General Function

Little Basin is a unique endeavor for UCCR; providing a combination of public camping with environmental education and program. The Site Director of Little Basin shall advance the mission of both UCCR and the California State Parks, through serving as a program partner in the area of general site maintenance of a public campground, while providing nature awareness through interpretive displays and workshops.

Qualifications

- Two years of education or experience in camp or facility management
- Two years combined education or experience in two of the following categories:
 - ✓ Business or Government Administration
 - ✓ Maintenance
 - ✓ Camp/Facility Operations
- Two years experience in customer service
- Be at least 25 years of age
- Hold a valid California drivers license and good driving record
- Current CPR certification, or willingness to obtain
- Willingness to live at and work in a camp setting
- Ability to work weekends and overtime when necessary

Areas of Responsibility

The Site Director shall have competence in administration, and is responsible for, the following:

Hospitality and Program Support Services:

- Meet the public and be supportive of and sensitive to diversity of people, cultures and program goals
- Greet, sign-in and orientation of arriving groups
- Maintain an environment that facilitates and enhances the goals of program leaders
- Ensure the premises are clean and hazard free
- Ability to understand the facility needs as it pertains to the fulfillment of their educational programs
- Participate in the design, implementation and evaluation of curriculum and program offerings
- Develop and maintain positive relationships between client schools, program staff, facility staff and participants
- During programs, be on call and available to teach as needed
- Work in conjunction with the WOLF school director

Human Resources

- Hire, supervise, encourage, motivate, review, and when necessary, terminate employees
- Effectively delegate roles and responsibilities within site staff job descriptions
- Maintain appropriate, accurate records and implement UCCR policies and maintain compliance with California Labor Law as directed by UCCR

Volunteer Coordination:

- Recruit on supervise volunteers and volunteer projects

Marketing:

- Represent and interpret UCCR to the public as well as UCCR members and program leaders
- Participate in the development and implementation of site specific marketing plans

Finance and Administration:

- Develop and administer operational budgets
- Maintain appropriate, accurate records and implement UCCR's policies and procedures
- Manage projects and adhere to deadlines

Operations: Provide for efficient operation of camp and facility operations as follows:

- Repair and maintain buildings and grounds within health and safety regulations and codes
- Maintain water, sewer, and electrical and communications systems within health and safety regulations and codes
- Provide land use and environmental stewardship
- Interface with regulatory agencies
- Ability to work with outside contractors and vendors as directed
- Maintain camp equipment and vehicles

General:

- Communicate both verbally and in writing in a timely, clear and logical manner
- Respond efficiently and effectively in a crisis; problem solve under pressure
- Participate in and support the mission and goals of UCCR
- Interpret and represent all facility management matters to UCCR's executive staff and members
- Participate in professional development in the camp and conference field

Expectations

This position has a primary impact on the overall effectiveness with which UCCR accomplishes its mission and objectives in service to its members and the community. The site director is expected to advance his/her work in the context of the highest level of hospitality and customer service. This position will be responsible for fostering and building new relationships with representatives of state and local agencies.

Expectations will be set by the President and Field Services Director. The effectiveness of the performance of the Site Director shall be evaluated annually against those expectations.

Essential Functions

- Ability to communicate with and provide necessary instructions to both staff and clients
- Visual and auditory ability to respond to environmental and other hazards on the site
- Ability to lift and carry up to 30 pounds
- Physical mobility to traverse difficult and uneven terrain
- Ability to use or learn to use telephone, computer and office equipment
- Ability to drive a UCCR vehicle
- Ability to use site equipment and tools
- Ability to use cleaning and janitorial supplies

Accountability

The Site Director is an employee of UCCR and is directly accountable to the President and Field Services Director.

UCCR reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Successful completion of a background check is required before hire.

UCCR is an Equal Opportunity Employer and values diversity in its workforce

To apply for this position, please submit resume with cover letter to michelles@uccr.org