



**FOR YOUTH DEVELOPMENT®
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FOR SOCIAL RESPONSIBILITY**

JOB TITLE: Director of Outdoor Education	LOCATION: MetroWest YMCA Outdoor Center, Hopkinton
FLSA STATUS: Full-time / Exempt	DEPARTMENT: Adventure & Outdoor Education
REPORTS TO: Outdoor Center Executive Director	POSITION LEVEL: Director
REVISION DATE: August 2026	SCHEDULE: Year-round; evenings/weekends as program needs require

POSITION SUMMARY & EXPECTATIONS

The Director of Outdoor Education provides year-round leadership for the MetroWest YMCA Outdoor Center's adventure, outdoor education, group, rental, and community-based programming. The Director is responsible for the safe, high-quality and financially sustainable operation of the challenge course and climbing programs, school and organizational groups, facility rentals, birthday parties, community adventure programs, vacation week, environmental education and archery.

This position develops relationships with schools, community organizations, businesses, families, and other partners; builds programs that connect people with the outdoors; supervises and develops staff; manages program equipment and risk-management systems; and contributes to facility management, fundraising, marketing, and community relations. During summer camp, the Director serves as a member of the camp leadership team with responsibility for the quality, staffing, safety, and development of ropes/challenge course, archery, boating, and nature/science program areas.

The position is hands-on and requires the ability to both lead program strategy and directly facilitate programs when needed. Evening and weekend availability is required, and the schedule will vary seasonally based on program and facility needs.

ESSENTIAL FUNCTIONS

Outdoor Education, Adventure & Program Management

Develop, implement, evaluate, and grow year-round outdoor education, adventure, recreation, and community programs aligned with the YMCA mission and Outdoor Center priorities.

Lead the planning and delivery of school groups, youth organizations, corporate and adult groups, team-building programs, community adventure programs, facility rentals, birthday parties, open climbs, archery programs, and related special events.

Create high-quality experiences that intentionally build achievement, relationships, belonging, confidence, teamwork, leadership, and connection to the outdoors.

Develop new program opportunities and partnerships that expand use of the Outdoor Center and respond to community needs.

Manage program scheduling, client communication, registration/logistics, staffing, equipment, follow-up, evaluation, and related administrative systems.

Challenge Course, Climbing & Risk Management

Provide overall management of the Outdoor Center's high and low ropes challenge course, climbing walls, adventure games, and related equipment.

Maintain and enforce standard/local operating procedures and all applicable YMCA, manufacturer, certifying-body, state, and local requirements.

Ensure required inspections, documentation, equipment logs, maintenance schedules, staff training records, and incident reporting are complete and current.

Conduct or coordinate routine ground-based and at-height inspections within the scope of training and certification, and coordinate professional inspections and repairs as required.



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Recruit, train, schedule, supervise, coach, and evaluate challenge course facilitators and other Outdoor Education staff.

Maintain appropriate challenge course practitioner/belay certifications and required CPR/AED and First Aid certifications.

School Groups, Rentals, Birthday Parties & Customer Experience

Serve as a primary relationship manager for schools, community groups, businesses, families, and organizations using Outdoor Center programs and facilities.

Work with clients to identify goals and design appropriate experiences, schedules, spaces, activities, and program packages.

Ensure timely communication, contracts/agreements, program preparation, staffing, and follow-up for groups and rentals.

Support growth in group use, rentals, birthday parties, and repeat business through strong service, relationship-building, and program quality.

Archery & Community Adventure Programs

Oversee archery programming, equipment, range procedures, staff training, open archery, classes, camp programming, and special events.

Develop accessible community adventure opportunities such as climbing, ropes, archery, team-building, outdoor skills, and other mission-aligned programs.

Ensure programs are appropriately staffed and operated with consistent safety and instructional standards.

Summer Camp Leadership

Serve as an active member of the summer camp leadership team and contribute to camp planning, staff training, daily operations, risk management, culture, and special events.

Provide leadership and oversight for ropes/challenge course, archery, boating, and nature/science program areas, including program quality, curriculum/progression, staffing, training, equipment, and safety.

Supervise, coach, and support assigned camp specialists and program-area leaders and ensure they are prepared to deliver age-appropriate, engaging experiences.

Partner with camp leadership to integrate YMCA values, character development, inclusion, belonging, environmental awareness, and outdoor skill-building throughout specialty program areas.

Vacation Week & Offsite Adventure Programs

Develop and oversee December, February, and April vacation week adventure camps featuring outdoor recreation, challenge activities, and nature-based experiences.

Develop and lead offsite adventure programs, including hiking, paddling, climbing, and other outdoor experiences.

Manage staffing, transportation, equipment, registration, family communication, and program logistics.

Ensure all programs meet YMCA safety, child protection, risk management, and regulatory requirements.

Build community partnerships and identify opportunities to expand and grow vacation week and offsite adventure programming.

Staff Leadership & Development

Recruit, hire, onboard, train, schedule, supervise, coach, and evaluate assigned year-round, part-time, seasonal, per-diem, and camp staff.

Create a positive staff culture focused on safety, service, accountability, learning, inclusion, teamwork, and professional growth.

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Plan and deliver staff training related to facilitation, risk management, program delivery, equipment, emergency procedures, and customer service.

Maintain appropriate staffing levels and certifications for scheduled programs.

Financial Management, Fundraising & Marketing

Develop and manage assigned program budgets, revenue goals, expenses, purchasing, and financial controls.

Monitor enrollment, utilization, revenue, expenses, participant satisfaction, and other key indicators and use data to strengthen program performance.

Participate actively in the YMCA Annual Campaign and other fundraising efforts, including donor engagement, storytelling, events, sponsorships, grant support, and identification of program needs that may attract philanthropic investment.

Work with marketing and development staff to promote programs, capture impact stories, support outreach, and communicate the Outdoor Center's impact.

Facility Management & Operations

Partner with facilities staff and Outdoor Center leadership to ensure program spaces, trails, activity areas, equipment, buildings, and grounds are safe, clean, attractive, adequately equipped, and ready for use.

Identify maintenance and capital needs related to outdoor education and group programs and assist with planning, prioritization, and implementation.

Provide operational leadership during programs, rentals, events, and other assigned periods, including opening/closing responsibilities as needed.

Support broader Outdoor Center operations and facility projects as assigned.

Community Relations & Partnerships

Develop and maintain strong relationships with schools, municipal partners, nonprofits, businesses, outdoor/recreation organizations, volunteers, and other community stakeholders.

Represent the MetroWest YMCA and Outdoor Center at community meetings, events, outreach opportunities, and partnership discussions.

Identify collaborative programs and relationships that advance youth development, healthy living, social responsibility, outdoor access, and community connection.

Recruit and engage volunteers where appropriate and provide leadership to volunteer projects and committees as assigned.

YMCA COMPETENCIES (TEAM LEADER / DIRECTOR)

Mission Advancement: Models and advances the YMCA mission and values; identifies community needs; develops volunteers and partnerships; and actively supports fundraising.

Collaboration: Builds authentic relationships across backgrounds and perspectives, communicates effectively, resolves challenges constructively, and develops others.

Operational Effectiveness: Sets goals, plans work, manages resources and budgets, makes sound decisions, embraces improvement, and delivers safe, high-value experiences.

Personal Growth: Pursues professional development, maintains current technical knowledge, demonstrates self-awareness, and adapts effectively to change.

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QUALIFICATIONS

Bachelor's degree in recreation, outdoor education, education, environmental studies, youth development, business, or a related field preferred; equivalent combination of education and experience considered.

Three or more years of progressively responsible experience in outdoor education, challenge course/adventure programming, recreation, camp, group programs, or a related field preferred.

Demonstrated experience supervising staff and managing programs, schedules, budgets, risk-management practices, and customer/client relationships.

Strong background in challenge course facilitation, training, climbing/belay systems, and adventure-based programming; current practitioner certification or ability to obtain required certification.

Experience with archery, outdoor/nature programming, boating, school programs, rentals, or special events strongly preferred.

Strong organizational, interpersonal, facilitation, written communication, and public speaking skills.

Ability to manage multiple programs and priorities in a seasonal, fast-paced outdoor environment.

Demonstrated commitment to the YMCA mission and ability to work effectively with people of different ages, backgrounds, abilities, cultures, and perspectives.

Current CPR/AED and First Aid certification, or ability to obtain within required timeframe.

Valid United States driver's license, clean driving record acceptable under MetroWest YMCA standards, and ability to operate YMCA vehicles as trained. Driving participants, staff, equipment, or supplies is an expected part of the position.

Ability and willingness to work a flexible schedule including evenings, weekends, and seasonal peak periods.

CHILD PROTECTION & ABUSE RISK MANAGEMENT

As an employee who supervises youth and serves in a supervisory/administrative role, the Director of Outdoor Education will:

Adhere to policies related to boundaries with youth.

Attend all required abuse risk management and child protection training.

Adhere to procedures related to managing high-risk activities and supervising youth.

Report suspicious or inappropriate behaviors and policy violations.

Follow all mandated abuse reporting requirements.

Provide ongoing supervision and abuse risk management training to assigned staff.

Respond seriously and confidentially to reports of suspicious behavior or policy concerns and follow required escalation procedures.

Communicate and model the organization's commitment to protecting youth.

Monitor program spaces and high-risk locations and ensure only authorized adults have access to youth program areas.

Ensure staff understand and consistently follow YMCA child protection, supervision, transportation, sign-in/sign-out, and program safety procedures applicable to their roles.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Ability to move throughout a large outdoor facility, including trails and varied terrain, for extended periods and in all seasons and weather conditions.

Ability to set up, inspect, move, and use assigned program equipment and safety gear.

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Ability to climb and work at height on challenge course and climbing apparatus when trained and required, including inspections and rescue-related responsibilities within certification scope.

Ability to effectively hear, see, communicate with, supervise, and respond to participants and staff during active programs and emergencies.

Ability to lift and/or support up to 50 pounds in program environments.

Ability to hike at least two miles on varied terrain and safely operate in remote areas of the Outdoor Center.

Ability to drive YMCA vehicles as assigned and transport participants, staff, equipment, or supplies in accordance with YMCA policies.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____