

Mountain Alliance, Inc.
Program Director for Watauga County - Job Description 2023

Mountain Alliance has been providing transformative experiences and support for teenagers since 1990. The Watauga Program Director is responsible for overseeing all details related to student programs in Watauga County. The Program Director will supervise Watauga Mountain Alliance staff, volunteers, and interns in fulfillment of this job description. The Program Director is the primary administrative position overseeing student related programs and staff/volunteer operations for experiential programs.

The Watauga Program Director will work under the supervision of the Associate Director and in collaboration with all Mountain Alliance staff and volunteers. The Watauga Program Director will empower staff, volunteers, and students to take leadership within Mountain Alliance to fulfill job responsibilities.

Watauga County Program Director Major Responsibilities

Aspects of the Watauga County Program Director's job include, but are not limited to the following:

- Create dynamic, impactful experiential opportunities and support programs for teenagers. The Program Director is the lead force in creating an impactful leadership development and support program for teens. This includes experiential outings such as outdoor adventures, community service, and cultural experiences that range in length from 3 hours after school to 2 weeks in the summer.
- Leadership, oversight, and management of all student trips and programs. Aspects include, but are not limited to the following:
 - Scheduling and implementing all trips and programs.
 - Being specifically aware of all details & logistics related to upcoming trips and programs.
 - Establishing strong rapport and mentorship relationships with students.
 - Ensuring that student programs are in alignment with the organizational mission.
 - Planning and implementing student trips and programs.
- Supervision and oversight of program staff:
 - Scheduling staff/volunteers and providing appropriate supervision for programs and outings.
 - Empowering staff and volunteers to take leadership within Mountain Alliance.
 - Managing the on-boarding process of staff and volunteers.
 - Coordinating group and individual staff trainings as needed.
 - Ensuring trips, programs, and staff operations adhere to written policies and guidance in the Operations Manual.
- Management and maintenance of program related administrative systems, trip equipment, facilities, and supplies at a highly organized, professional level.
- Communication roles:
 - Promote Mountain Alliance opportunities to students and parents.
 - Positively engage with stakeholders such as parents, teachers, and Watauga County Schools administrators.
- Other projects as assigned, including, but not limited to, fundraising, special events, and reporting to funding agencies as needed.
- Acquire and maintain training, including, but not limited to the following areas:
 - Wilderness First Responder or EMT.
 - Challenge Course training or certification.
 - Training in other outdoor disciplines such as backpacking, climbing, caving, and biking.

- Physically able to perform job responsibilities and supervise experiential programs:
 - Ability to lift and carry 50+ pounds.
 - Ability to supervise and facilitate multi day or multi week extended expeditions.

Contract Dates, Compensation & Time off:

School year: Watauga Director will be a full time, year round position and will share 40+ hours between office hours and students programs.

- Regular evening, overnight, and weekend work is expected.
- 15 days paid time off per contract year.
- Additional time off without pay negotiated on a per request basis.
- With approval from the Executive Director, Program Director may take appropriate time off to compensate for evening and weekend programming. This “comp” time should be taken as immediately as operations allow, and cannot be banked.

This job description may be modified at Executive Director's or Board of Director's discretion, and in consultation with Watauga Program Director.