



CATALINA ISLAND CONSERVANCY

To be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

JOB DESCRIPTION

POSITION: Director of Recreation

DEPT: Recreation

REPORTS TO: President & CEO

STATUS: Full time, Exempt

SALARY RANGE: \$110-\$140k/ yr.

WORLD LEADER IN CONSERVATION:

The Catalina Island Conservancy is a non-profit organization whose mission is to be an exemplary steward of island resources through a balance of conservation, education, and recreation. We preserve and restore the environment on Catalina, promoting and modeling ecologically sustainable communities to create a healthier future for this Island and our Earth.

POSITION SUMMARY:

The Catalina Island Conservancy is seeking a Director of Recreation to reimagine the vast possibilities of a comprehensive recreation program. The Conservancy offers unique recreational experiences for not only 300,000 annual visitors to Conservancy lands, but also inspires nearly 1.2 million visitors to other parts of the Island. Recreation connects the Island's unparalleled resources to people's lives, inspiring environmental stewardship, action, and essentially, a love for the outdoors. The Conservancy provides access to 42,000 acres of interior Wildlands with nearly 165 miles of recreational trails, which includes the 37.2-mile Trans-Catalina Trail and 26.7 miles of expanded trail networks, as well as 62 miles of secluded coastline for camping, biking, hiking, touring, and more. The Conservancy manages three campgrounds along the Trans-Catalina Trail as well as nine boat-in campsites dotting the leeward coast of Catalina Island.

The Director leads program development and planning, fiscal management, and the administrative and operational direction of the Recreation Department, creating memorable adventures and outdoor experiences for our members and visitors.

The Director reports directly to the President and CEO works closely with the leadership team to accomplish department objectives and goals with strategic guidelines established by the Board of Directors.

The Director contributes to the Conservancy's mission by inspiring guests to take part in an inclusive, enjoyable, and interactive environment, guided by natural, historic, and cultural understanding; provide exceptional customer service and a high-level of hospitality and personalization, while exercising sound judgement and maintaining group safety to exceed guest expectations.

Now is the time to execute the vision for Catalina Island and share with the world that successful ecosystem management can coexist with opportunities for nature recreation inclusive of people of all backgrounds and abilities. We will be an example for others to help steward a community that understands and is inspired by the role that a healthy natural environment plays in the human experience. Whether in the field or behind the scenes, you find the best way to inspire and connect visitors to the power of the outdoors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans and directs a comprehensive recreation program, including evaluating program effectiveness and

establishing program priorities.

- Recommends the development and maintenance of trails, campsites, and appropriate structures and facilities to best serve the widest recreation interests of our members and visitors.
- Prepare and submit reports and recommendations to President and Leadership Team and others regarding departmental issues.
- Develops, controls, and manages the budget for the Department.
- Develops funding strategies for Department projects and programs.
- Monitors performance on capital improvement projects, grant funded projects, contracts, and agreements.
- Develops and maintains cooperative partnerships and collaborations with community groups, intergovernmental agencies, other nonprofits, and staff.
- Interprets the programs of the department to the community through press releases, speeches and contacts with community agencies and groups, both public and private.
- Directs the selection, training, development, and evaluation of department personnel.
- Develops and establishes work methods, policies, and standards.
- Facilitate inclusive outdoor experiences, sharing cultural, historical, and natural understanding to equip and inspire members and customers, nurturing a new generation of outdoor enthusiasts and environmental stewards.
- Demonstrate in-depth technical understanding in relevant activity area to ensure a quality experience.
- Prepare for programs, including learning/developing content, preparing equipment and materials, and coordinating program logistics.
- Collaborate with other staff to cultivate and maintain an enjoyable, social, and engaging group dynamic through exceptional interpersonal and relational skills.
- Use sound judgement to mitigate risks, assess participant's activity experience, and evaluate subjective and objective hazards alone or in conjunction with other guides.
- Adhere to land agency permit requirements and approved trip logistics.
- Facilitate and maintain group dynamics to support positive outcomes and a sense of belonging.
- Manage communications with site managers and visitors as needed.
- Promote membership and share information about the Conservancy's products, services, and community programs.

EXPERIENCE/QUALIFICATIONS:

- Experience in outdoor educational skills/programs.
- Personal and/or professional experience in at least one of these activities: Hiking, Backpacking, Mountain Biking, Outdoor Skills
- Excellent interpersonal communication and presentation skills, addressing a variety of learning styles and communication techniques.
- Local and regional understanding of cultural, historical, and natural context as it relates to the places where we operate.
- Commitment to extraordinary customer service with ability to resolve difficult customer issues.
- Ability to identify and mitigate field hazards and respond to field incidents using sound judgment.
- Knowledge of legal and risk management issues related to outdoor programs.
- Ability to use Microsoft Office Suite programs (Teams, Outlook, SharePoint) and other programs.
- Uses business knowledge, innovative thinking, and sound judgment in the solution of problems or the pursuit of business opportunities.
- Consolidates information from various sources including feedback from others and alternative solutions to reach sound choices, considering the ultimate impact of outcomes and actions.
- Acts on opportunities and involves and influences others in the accomplishment of worthwhile organizational goals.
- Challenges the status quo, champions change and influences others to change.
- Plan, organize, administer, and coordinate a variety of large and complex recreation and park services, programs, and maintenance activities.
- Develop creative programming responsive to diverse client needs.
- Understand, interpret, explain, and apply complex city, state and federal laws regulating recreation and parks programs and projects.
- Analyze complex technical and administrative problems.

- Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions and City staff.
- A Bachelor's degree from an accredited college or university in Business or Public Administration, Recreation Administration, Park Administration, Horticulture or a closely related field
- 7-10 years of progressively responsible management or supervisory experience in Recreation or Parks program management and land use planning or related experience
- A Master's degree in related discipline preferred
- Certified Park and Recreation Professional (CPRP) preferred.
 - An equivalent combination of training, certification and experience may be substituted for the above requirements.

DEMANDS:

- This is a hybrid role, combining an onsite and remote work schedule.
- The work locations have moderate noise levels and is a non-smoking environment.
- Must be able to travel by boat between Catalina Island and Long Beach and navigate the island's terrain and conditions as needed.
- CPR/First-aid certification preferred or willingness to obtain.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: the authority of the job duties are performed in an office environment and outdoors as needed; the employee must occasionally lift and/or move up to 25 pounds.