



# CHESAPEAKE BAY OUTWARD BOUND SCHOOL

**Position:** DC Program Manager

**Status:** Twelve-month employee, full-time/40 hours a week

**Reports to:** Program & Safety Director

**Location:** Washington DC

## Organization Overview

Founded in 1986, Chesapeake Bay Outward Bound's (CBOBS) mission is to change lives through challenge and discovery. Outward Bound is an international educational movement dedicated to the idea that people are capable of far more than they know.

Chesapeake Bay Outward Bound School (CBOBS) is part of an international network of Outward Bound schools in over 30 countries, with 11 chartered schools in the United States. Our experiential curriculum focuses on teaching social-emotional skills through various programs, from 1-day experiences to multi-day rock climbing, backpacking, and sea kayaking courses. We work with students aged 12+, including adults, educators, and veterans. CBOBS is deeply committed to opening access for students and schools that have traditionally been excluded from outdoor spaces and programs, especially those from the greater Baltimore and Washington DC regions.

## Position Description

The Chesapeake Bay Outward Bound School is actively searching for an **inspirational, motivated, and detail-oriented leader** to join our team as the **DC Program Manager**. Our new teammate will be an ambitious and organized person who can embody our organizational mission and help us take our teambuilding and leadership programs in Washington, DC, to the next level.

This role is an integral member of the CBOBS Program Team focused on the overall day-to-day operations, providing daily leadership, administrative support, and managing DC program locations. The DC Program Manager reports to the Program and Safety Director and works closely with CBOBS's Associate Program Directors to ensure safety and quality in all programs. Responsibilities include course management, quality training, program design and facilitation, community building, partner relations, project management, and administrative tasks.

This opportunity is perfect for the individual looking to work with a tight-knit, dedicated team of professionals who believe deeply in our mission to change lives through challenge and discovery.

## Key Responsibilities

### **Program Leadership:**

- Collaborate as a member of the CBOBS Program Team to determine and fulfill program needs, goals, and strategy for Baltimore and DC bases.
- Provide oversight, training, supervision, and mentorship to assigned program staff.
- Support strategic partnerships and nurture relationships with new and existing clients.

- Work in concert with Associate Program Directors in the administration and delivery of all DC courses, ensuring program quality remains true to CBOBS mission and educational outcomes, including curriculum consistency, safety, partner experience, and adequate staffing.
- Act as Facilitator, Site Supervisor, Program Supervisor, Course Instructor, and/or Course Director as needed.
- Be a mentor and role model of best practices in the community and workplace at all times.
- Uphold and follow all internal and partnering agency policies and hold staff accountable.

**Safety:**

- Ensure all programs adhere to the OBUSA, CBOBS, Maryland, and Washington DC safety standards, policies, and administrative directives.
- Assist in educational and technical training creation, curriculum, assessment, and oversight.
- Analyze program outcomes (safety; qualitative and quantitative evaluations) to review and recommend changes and modifications to program curriculum to ensure delivery meets client goals and safety standards.
- Ensure all new and existing DC Program locations, facilities, and equipment are regularly inspected and maintained in good physical condition, operated safely, and comply with applicable standards.
- Participate in Emergency Response Plan, on-call, and standby system as applicable.
- Act as the local incident commander when necessary.
- Coordinate the Program Team members to create the content and delivery methods for safety briefings and support the dissemination of quarterly safety reports and staff memos.

**Business:**

- Oversee the inventory, storage, maintenance/repair, purchase, and inspection of all program supplies.
- Work with Program Team to develop and manage the assigned program budget, with single-point accountability for DC Program line transactions.
- Ensure all paperwork and reports are completed thoroughly and submitted promptly.
- Coordinate with fellow Program Team members on staff schedules and program coverage.
- Work in Customer Database (Salesforce) to support programming, sales, and admissions as needed, including but not limited to updating reports and creating contacts, notes, and opportunities.
- Represent the CBOBS Program team and organization at partner events, stakeholder meetings, conferences, and other experiences as assigned.
- 

**Qualifications**

*CBOBS does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate interested in growing and learning in this role will possess at least 75% of the following qualifications. If this is you, then we strongly encourage you to apply for consideration.*

**Knowledge and Skills:**

- Passionate about Outward Bound’s mission, programs, and course activities.
- Have a deep understanding and personal commitment to equity and inclusion in the outdoors and can mentor staff in this topic.
- Great organizational skills and an eye for detail.
- Self-motivated and flexible with an innate sense of initiative, follow-through, and commitment.

- Works independently and cooperatively as a team member, prioritizing and moving forward on multiple projects simultaneously.
- Effective communicator and active listener with the ability to give and receive both positive and constructive feedback.
- Proficient with Microsoft operating system (Word and Excel), Adobe, and G Suite (Gmail, Google Docs, Drive, and Calendar).

***Education and Work Experience:***

- Bachelor's Degree in a related field, 4-6 years experience and proficiency in teaching, training, group management, and facilitation in outdoor education, experiential learning, expeditionary programs, challenge course facilitation, or any similar combination of education and experience; *Outward Bound experience preferred.*
- Previous experience managing programs, logistics, and operations.
- Knowledge of challenge course safety best practices, including course maintenance, inspections, and facilitation; *Current ACCT Level II (or higher) certification or willingness to acquire.*
- Basic First Aid, CPR, and Epinephrine training required; *Wilderness First Responder Training preferred.*

***Physical and Mental Requirements:***

- Must have completed a CDC-approved COVID-19 vaccine primary series and at least one CDC-approved booster dose before the first day of employment.
- Able to maintain composure, exercise sound judgment, and decision-making, and assess and mitigate risk under extended periods of stress.
- Be sufficiently fit to participate in all program-related activities and work outdoors regardless of weather and season.
- Able to practice and role model appropriate self-care.
- Sitting at a desk or computer 90% of the time or greater.
- Able to lift and transport 30-50 pounds of gear several times a day.
- Able to maintain energy, strength, and focus while assisting students and staff with physical and emotional challenges.

***Additional Requirements:***

- Must be 21 years or older and able to pass all applicable state and federal background checks.
- Reliable transportation across the DC and Baltimore Metro Region.
- Occasional evening and weekend hours are required based on program needs and support.

**Compensation & Benefits**

- The salary range for this position is \$40,000-\$60,000. Pay will be commensurate with experience.
- Employer contribution of 75% for Medical, Dental, & Vision insurance through CareFirst BlueChoice for the employee and their children, if applicable.
- Fifteen (15) days of Paid Time Off (PTO) accrue per pay period.
- Eight (8) weeks of paid Family/Medical leave
- Eleven (11) paid holidays.
- 401(k) with a match. Employees are eligible for participation after 6 months of employment. The current match is 6% of the employee's salary.
- Long-term disability, short-term disability, AD&D insurance, and a \$25,000 life insurance policy at no cost to the employee.

- Pre-tax Saving Cafeteria Plan: Healthcare Flexible Spending Account (FSA), Dependent Care Flexible Spending Account (FSA), Health Savings Account (HSA).
- Pre-tax Commuter/Transit Benefits.
- Employee Assistance Program (EAP).
- Aflac Supplemental Insurance.
- Pro Deals: Discounts from outdoor industry vendors for outdoor professionals.

**TO APPLY:** Please send a cover letter and resume addressed to Megan Campbell, Program & Safety Director, to [jobs@outwardboundchesapeake.org](mailto:jobs@outwardboundchesapeake.org). Resume review will begin immediately and be ongoing.

*Chesapeake Bay Outward Bound School prohibits discrimination against any student or applicant because of race, color, religion, sex, gender, ethnic or national origin, sexual orientation, qualified individuals with disabilities on the basis of disability, or any other category which may be protected by applicable state or federal law. Chesapeake Bay Outward Bound School also promotes respect for all people and will not tolerate harassment based on any of these characteristics nor on differences based on gender identity or expression.*