



Outdoor Adventure Camp Manager

POSITION SUMMARY

Under the supervision of the Director of Education and Programming and the Assistant Director of Education, the Outdoor Adventure Camp Manager is responsible for the planning, implementation, supervision, and evaluation of The Parklands' Outdoor Adventure Camp programs. This position provides leadership for seasonal camp staff, volunteers, and camp participants while ensuring the delivery of safe, engaging, and high-quality outdoor camp experiences that align with The Parklands' core values of safe, fun, clean, and beautiful.

The Outdoor Adventure Camp Manager oversees all aspects of camp operations, including camper registration, camp advertising, staff supervision, program development, participant safety, risk management, parent communication, scheduling, and logistics. In addition to camp leadership responsibilities, the position supports general Parklands educational programming throughout the school year, including leading school field trips, school outreach programs, and public programs.

The position works both independently and as part of a team to create meaningful outdoor learning opportunities focused on STEAM education, environmental stewardship, outdoor recreation, and personal growth. Work is performed both indoors and outdoors and includes hiking, biking, kayaking, creek exploration, fishing, and other outdoor activities. Some evening, weekend, holiday, and early morning work may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Camp Operations Management (40%)

- Oversee the daily operations of The Parklands' Outdoor Adventure Camp programs.
 - Includes Fall Break, Winter Break, Spring Break, and Summer Break Camps
- Develop and manage camp schedules, activity plans, staffing assignments, and program logistics.
- Ensure camp programs are delivered safely, efficiently, and in accordance with established goals and standards.
- Monitor program quality and participant engagement and implement improvements as needed.
- Coordinate registration support, attendance tracking, participant records, and camp documentation.
- Maintain inventory and organization of camp supplies, equipment, and educational materials.

- Assist with budget planning and resource allocation for camp operations.
- Ensure camp facilities, classrooms, and activity areas remain safe, clean, and organized.
- Maintain Parklands Camp website including active registrations links, camp descriptions, camp information
- Assist in camp marketing efforts including attending camp fairs and developing flyers

Camp Staff Leadership and Supervision (10%)

- Recruit, train, supervise, schedule, and evaluate 15 summer seasonal camp counselors and volunteers.
- Provide ongoing coaching, mentorship, and performance feedback to summer camp staff.
- Lead staff training on safety procedures, youth development, behavior management, customer service, and outdoor recreation activities.
- Ensure all staff comply with organizational policies, youth protection standards, and safety requirements.
- Foster a positive, team-oriented culture focused on participant success and exceptional visitor experiences.

Participant Safety and Risk Management

- Serve as the primary on-site leader responsible for camper safety and well-being.
- Understand and implement emergency response procedures and risk management protocols.
- Ensure appropriate staff supervision ratios and participant accountability at all times.
- Oversee behavior management and address participant concerns in a professional and constructive manner.
- Maintain incident documentation and communicate concerns to leadership as appropriate.
- Ensure all camp activities comply with organizational safety standards.

Camp Parent and Community Relations

- Serve as the primary point of contact for parents and guardians regarding camp operations and participant experiences.
- Communicate program expectations, schedules, policies, and participant progress.
- Address parent concerns and resolve issues in a timely and professional manner.
- Support outreach efforts to schools, community organizations, and partner groups to promote camp participation.

Non-Camp School Program Development and Instruction (40%)

- Develop and lead engaging outdoor recreation and environmental education activities outside of the camp season for Parklands school field trips, school outreach programs, and public programs.

- Lead and support activities including hiking, kayaking, mountain biking, fishing, creek exploration, games, crafts, and science-based learning experiences.
- Ensure programming supports age-appropriate learning, skill development, teamwork, and environmental stewardship.

Operational Support (10%)

- Support visitor services and provide information about Parklands amenities and programs.
- Assist with the maintenance of educational resources, gardens, wildlife enclosures, and program equipment.
- Participate in organizational events and special programming initiatives.
- Perform other duties as assigned.

QUALIFICATIONS

Required

- Bachelor's degree in Parks and Recreation, Outdoor Education, Environmental Education, Education, Natural Sciences, Recreation Management, or a related field; equivalent experience may be considered.
- Minimum of three years of experience in camp operations (can include management level or counselor level), youth programming, outdoor recreation, environmental education, or a related field.
- Strong organizational, leadership, communication, and problem-solving skills.
- Ability to manage multiple priorities in a fast-paced outdoor environment.
- Valid driver's license and acceptable driving record.

Preferred

- Experience managing camp operations.
- Experience supervising staff, volunteers, or youth program leaders.
- Knowledge of Kentucky flora, fauna, ecology, and cultural history.
- Experience with outdoor recreation activities including kayaking, hiking, biking, and fishing.
- Willingness to obtain archery and kayak instructor certifications as necessary.
- Familiarity with STEAM education and youth development principles as well as Kentucky Next Generation Science Standards.
- Current First Aid, CPR, and Wilderness First Aid certifications.

PHYSICAL REQUIREMENTS

- Ability to work outdoors in varying weather conditions, including heat, humidity, rain, and cold.
- Ability to hike, paddle, bike, and participate in active outdoor recreation programs.

- Ability to lift and carry up to 40 pounds.
- Ability to stand, walk, bend, and remain active for extended periods.

ADDITIONAL REQUIREMENTS

- Successful completion of a criminal background check.
- Completion of First Aid/CPR certification and youth protection training.
- Adherence to organizational uniform and safety policies.
- Availability to work early mornings, evenings, weekends, and special events as required.

PAY AND BENEFITS

Position Type: Full-Time, Exempt Management Position. Includes full benefits

Salary: \$48,000-\$55,000 depending upon experience

Reports To: Director of Education and Programming and Assistant Director of Education

Supervises: 15 Seasonal Camp Counselors and Camp Volunteers