



POSITION ANNOUNCEMENT: PROGRAM MANAGER GCCFI

Grand Canyon Conservancy (GCC) is the official nonprofit partner of Grand Canyon National Park. As the official philanthropic and collaborative partner of Grand Canyon National Park, Grand Canyon Conservancy's mission is to inspire generations of park champions to cherish and support the natural and cultural wonder of Grand Canyon. GCC raises private funds, operates retail shops within the park, and provides premier educational programs about the natural and cultural history of the region.

Grand Canyon Conservancy (GCC) is seeking a Program Manager for the GCC Field Institute. The Program Manager will support the Grand Canyon Conservancy Field Institute through program development, supervision of program staff, including instructors, and oversight of program logistics. Additional duties include risk management, quality control, budgeting, and serving as an instructor for both advertised and "on-demand" classes. This position is located at the Grand Canyon South Rim and reports to the Director of Operations.

PRIMARY RESPONSIBILITIES

Duties vary with the workload and could include, but are not limited to, the tasks listed below.

Supervisory Duties

- Supervise program coordinators and instructors
- Set annual goals and complete annual evaluations for direct reports and instructors
- Assign instructors to on-demand and GCCFI custom classes as needed
- Recruit, hire, train, and supervise coordinators and instructors
- Review and approve instructor pay requests
- Serve as backup to the Program Coordinators as needed

Programming, Logistic, and Administrative Support

- Lead and collaborate with GCCFI staff and NPS on annual programming
- Craft and disseminate class-related documents, including course syllabi and equipment lists
- Develop and manage GCC's daily tour program at Kolb and Desert View
- Add or edit content to GCCFI web pages as needed
- Develop and manage the annual GCCFI budget
- Work with Director of Operations and GCCFI Team to develop reporting metrics
- Develop custom classes for VIPs and private groups
- Provide information to GCC stakeholders regarding backcountry hikes and safety as needed
- Supervise tasks and projects as assigned by the Director of Operations
- Serve as the liaison to GCC Marketing to develop sales strategies and produce in-park digital content

Course Logistics

Support and serve as backup to program coordinators in all course logistics and processes.

Program Classes and Instruction

Provide instruction and backup instruction for classes as needed based on experience and certifications

- May accompany primary instructor with classes destined for remote areas
- May serve as an instructor for both "on-demand" and scheduled classes

- May assist participants experiencing difficulties in exiting the canyon
- Serve as the primary emergency point of contact for multi-day programs
- Provide VIP tours as needed

Risk Management

- Oversee risk management policies, procedures, and emergency protocols
- Create and maintain GCCFI Standard Operating Procedures
- Track and schedule training for instructors and GCCFI direct reports

MINIMUM QUALIFICATIONS

Extensive knowledge of the outdoor industry, which can include but is not limited to:

- Bachelors, Masters, Ph.D. or equivalent field experience in natural sciences and history
- Knowledge of Indigenous ways and culture
- Guiding expertise with an emphasis on interpretative skills with a strong background in group dynamics
- Must possess a valid driver's license
- Strong working knowledge of Microsoft Office Products and data entry
- At least three years of demonstrated management and fiscal experience

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Extensive knowledge of the Grand Canyon and Colorado Plateau
- Certification in Wilderness First Responder (WFR) and Wilderness First Aid (WFA)
- Attention to detail and ability to keep matters confidential
- Ability to effectively interact with others; displays practical listening skills, generates trust, maintains a positive attitude and sense of humor, establishes rapport, sensitive to diverse viewpoints and communication styles
- Excellent communication skills and a proven approach in a collaborative management environment
- Ability to foster change and promote a positive and productive workplace environment
- Good working knowledge of basic software programs
- A deep interest in the mission of GCC and understanding of the organizational structure

GCC CORE VALUES

GCC has identified four core values representing how we interact with our employees, partners, visitors, supporters, and followers. Our values include:

- **Integrity:** We are honest, respectful, inclusive, caring, and accountable for our actions. We operate at a high level of excellence, utilizing our resources to their best and fullest potential.
- **Education:** We are a dynamic learning organization uniquely positioned to cultivate the “awe” of the Grand Canyon.
- **Service:** We embrace our role as a valued partner of the National Park Service at Grand Canyon National Park and will provide the highest level of excellence in every interaction with employees, partners, visitors, supporters, and donors.
- **Connection:** We foster a sense of wonder and adventure for the Grand Canyon.

WORKING CONDITIONS

- Office environment, frequently sitting at a desk or workstation using a computer display, keyboard, and mouse
- Ability to carry a 30-50 lb. backpack in steep and uneven terrain for up to five consecutive days
- Ability to drive a vehicle with passengers

TOTAL COMPENSATION

This is a full-time, exempt, benefit-eligible position located at Grand Canyon National Park. Salary is commensurate with experience. Rental housing is available for this position.

GCC provides a comprehensive benefits package including vacation and holiday pay, sick leave, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, long-term disability, and life insurance, a 401(k)-retirement plan, Canyon Experience Days, and discounts in GCC retail stores and for Grand Canyon Conservancy Field Institute classes.

HOW TO APPLY

Please visit our website at: <https://www.grandcanyon.org/about-us/employment/>
We ask that you include a resume and cover letter with your application.

**Grand Canyon Conservancy is the official nonprofit partner of Grand Canyon National Park.
We are an Equal Opportunity Employer.**