



**Title:** Hulbert Outdoor Center Director  
**Reports To:** Executive Director  
**Location:** Fairlee, Vermont  
**Status:** Full-Time, Exempt

### **Position Summary**

The Hulbert Outdoor Center (HOC) Director is responsible for overseeing the overall operations and management of the Aloha Foundation's Hulbert Outdoor Center, ensuring a high standard of programming, facilities, and staff performance in alignment with our mission and values. As a member of the Senior Leadership Team, the HOC Director collaborates closely with Aloha Foundation colleagues to further the organization's mission and strategic goals, and uphold our values.

### **Key Responsibilities:**

#### **Program Leadership & Development:**

- Lead the planning, development, and implementation of HOC experiential and educational programs and trainings, including Success Leadership programs, environmental education, team-building, and outdoor adventure courses.
- Ensure that programs are aligned with the Aloha Foundation's mission and values, including community building, self-discovery, and leadership development.
- Grow HOC through assessment and innovation to meet needs and goals of the program, keep the budget balanced and program impact high.

#### **Risk Management & Operations**

- Oversee risk management protocols, ensuring that programming and activities adhere to established safety standards, policies, and regulations.
- Manage Challenge Course operations, ensuring that all safety measures and regulatory requirements are met.
- Develop and manage the annual budget for HOC, ensuring effective allocation of resources and meeting financial goals.
- Maintain a focus on participant well-being, ensuring both physical and mental safety across all activities.

#### **Staff Management & Development:**

- Recruit, hire, train, manage, and regularly observe HOC staff, ensuring high levels of performance, safety, and engagement.
- Cultivate a positive, inclusive work environment that emphasizes collaboration, accountability, safety, and professional development.



- Ensure all staff are adequately trained in safety, risk management, and emergency protocols.

#### Community Engagement & Partnership Building:

- Cultivate strong relationships with schools, organizations, and community groups to promote HOC's offerings and increase participation.
- Represent the Aloha Foundation at community, regional, and national events to strengthen the Foundation's presence and network.
- Build partnerships with local organizations to enhance programmatic offerings and support the Foundation's mission.

#### Reporting & Evaluation:

- Prepare regular reports on program outcomes, financial status, and staff performance.
- Collect and analyze participant and staff feedback to refine and improve programming.
- Use data-driven insights for long-term planning, resource allocation, and program development.

#### Requirements:

- Bachelor's degree or equivalent in Education or a related field.
- 5+ years of experience in outdoor education, camp management, or related fields, including at least 3 years in a leadership or management role.
- Demonstrated experience in program design and implementation, staff leadership, and facility management.
- Experience with Challenge Courses operations and risk management.
- Passion for the Aloha Foundation's mission and programs.
- Experience with budget development and management.

#### Skills & Abilities:

- Strong leadership and team-building skills with the ability to motivate and inspire staff.
- Deep understanding of best practices in outdoor education, environmental stewardship, and leadership development.
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders.
- Knowledge of safety protocols and risk management in outdoor education settings.
- Ability to manage multiple tasks and priorities efficiently.
- Experience with conflict resolution and staff development.

#### Position Details:

- Full-time, year-round position based in Fairlee, VT.



- Physical requirements may include lifting and carrying equipment, working in various weather conditions, and standing for extended periods.
- Some evening, and weekend work required, particularly during peak program times.
- Available for on-call duties throughout the year.

**Compensation:**

The Hulbert Outdoor Center Director has as salary range of \$60,000-\$80,000 per year, based on experience. This position includes a generous benefits package, with health insurance, retirement contribution, camp tuition allowance, professional development, and paid time off. Housing is available for this position, if desired.

**To apply:**

Please send a cover letter and a resume to [HR@alohafoundation.org](mailto:HR@alohafoundation.org).