



Position Available

Bay Adventure Manager

Background

The Buzzards Bay Coalition is a non-profit, membership-supported organization founded in 1987 and dedicated to the protection, restoration, and sustainable use and enjoyment of Buzzards Bay and its 432 square mile watershed. The Coalition works throughout the entire Buzzards Bay Watershed and on Vineyard Sound to protect the region's coastal, river and drinking water quality and the forests, wetlands and streams that support a healthy coastal watershed ecosystem.

The key to a healthy Buzzards Bay and watershed is an engaged community who feels connected to the local environment and understands the threats facing the Bay and their own role in protecting it. Every year, the Buzzards Bay Coalition leads thousands of youth and adults throughout Southeastern Massachusetts on outdoor exploration programs across the watershed to reinforce and sustain these connections.

Position Description

The Buzzards Bay Coalition seeks an avid and experienced outdoor recreationist to manage, deliver, and grow its Bay Adventure offerings for the general public. Bay Adventures take place at parks, trails, rivers, and beaches across the watershed and include a variety of hands-on, outdoor activities such as hiking, biking, kayaking, fishing, and more. The program is designed to provide an introduction to exploration and build a connection between people and their local environment.

The ideal candidate loves Buzzards Bay, enjoys getting outside and exploring with others, and is comfortable and excited to lead a variety of outdoor recreational activities. The Bay Adventures Manager will be a key team member in the Outdoor Exploration department and responsibilities will include, but are not limited to:

- Plan, coordinate, and manage the delivery of the *Bay Adventure* outdoor exploration program. The Bay Adventures Manager will lead a variety of Bay Adventures.
- Responsible for managing and building a base of volunteers to lead and assist with the delivery of programs
- Survey program participants; analyze and evaluate the effectiveness of Bay Adventures and develop methods for improvement.

- Oversee program spending and track program-related expenses.
- With support from the Vice President, Outdoor Exploration, assist with the preparation of grant applications for program support and any associated reports required by funders.
- With support from the Director of Communications, assist with marketing the program, including the development of program brochures, flyers, and other promotional materials.
- Assist with other department or organizational programs as needed including greeting guests at our Learning centers and Bay Discovery sites.
- The position requires significant travel across the watershed. Reliable transportation is required.
- Evening and weekend work is expected when required. Typically this role works Wednesday to Sunday with Monday & Tuesday as days off.

Professional & Personal Qualifications

- Comfort with, and an excitement for, a wide range of outdoor activities, including biking, hiking, paddling, fishing, snorkeling, etc.
- A minimum of 3 years of experience in safely leading people of all ages and backgrounds in outdoor recreation.
- Experience training and managing volunteers, interns, and others in delivering outdoor programs.
- Comfort with working outside in all seasons and in various weather conditions.
- CPR and First Aid certifications.
- Good written and oral communication skills.
- Knowledge of Buzzards Bay, the southeastern Massachusetts landscape, and familiarity with local and regional issues preferred.

Salary/Benefits

The position is full-time and reports to the Vice President, Outdoor Exploration. Salary commensurate with experience plus benefits, including employer contributions towards Health Insurance, 401(k) Retirement plan, and access to supplemental benefits.

100% Covid Vaccination Policy:

All new employees at Buzzards Bay Coalition must receive the final dose of the COVID-19 vaccine before they begin work. All employees must also receive a COVID-19 booster within thirty (30) days of becoming eligible. Exceptions to this policy may only be granted by the Coalition President.

Buzzards Bay Coalition is proud to be an Equal Opportunity employer.

DEIJA Employment Statement:

All qualified persons are encouraged to apply and will be considered without regard to race, national origin, gender, gender identity or expression, sexual orientation, disability, age, religion, or veteran status.

To Apply

Interested applicants should respond by email with a cover letter and resume to **Stuart Downie, Vice President, Outdoor Exploration**, downie@savebuzzardsbay.org.