



COLORADO OUTWARD BOUND SCHOOL

Position: Program Manager, Fellowship for Emerging Leaders

Location: Leadville, CO

Department: Rocky Mountain Program

Reports To: Associate Program Director, Rocky Mountain Program

FLSA: Exempt Seasonal

Position: Part time/ Seasonal

Date Updated: December 2021

Organizational Overview

The Colorado Outward Bound School (COBS) is a non-profit adventure-based education organization that emphasizes personal growth through challenge and experience. For over 60 years our wilderness courses have focused on inspiring responsibility, teamwork, confidence, compassion, and environmental and community stewardship.

Commitment to Diversity, Equity, and Inclusion

Colorado Outward Bound School celebrates diversity and strives to create an inclusive environment for all employees.

We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, nation origin, age, genetic information, disability, veteran status, or any other basis covered by applicable law. All employment is based on qualifications and business needs.

We want to be transparent with all applicants that working at the Colorado Outward Bound School means joining a growth-minded community where we are actively dismantling our organization's white supremacy culture. This conversation shows up at all levels of the organization – in our trainings, in our meetings, on our courses, and in our daily lives. Anti-racism and diversity, equity, and inclusion work can be messy at times and [we remain committed](#) to navigating that together. Challenge and discovery are what we do and (un)learning is a fundamental part of our practice. COBS was originally built for and by white men, and now in support of our community members with marginalized identities – at COBS, in the outdoor industry, and beyond – we are actively working on changing that story to support individuals with different identities to empower themselves as we address barriers related to race, culture, socioeconomic, ability, gender, identity, geographic location, and mental health. While we are committed to learning and making necessary changes, we recognize we have a long way to go and want to notify applicants of that up front.

Position Summary

COBS's Program Manager position through the Fellowship for Emerging Leaders is a mentored leadership role based at the Rocky Mountain Program (RMP) in Leadville, Colorado and reports to the RMP Program Director (PD) in collaboration with the Associate Program Director of Training & Development. This position is designed to support the development of emerging leaders seeking to grow as a program administrator within the outdoor education and recreation industry, focusing on course culture and safety, instructor development and support, and student educational impact both in and out of the field. With a blend of office (70%) and field (30%) responsibilities, this position serves as a member of the Program Leadership Team (PLT) helping ensure quality program delivery. Additionally, this role will focus on supporting, developing, and implementing COBS's justice, equity, diversity, and inclusion work, and will collaborate with the RMP PLT on fostering an inclusive and welcoming culture on base and at COBS.

Key Duties and Responsibilities

- Serves as a collaborative and active member of the RMP PLT to ensure high quality support for all courses and students.
- Develops an understanding of the Outward Bound Mission and Educational Framework.



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- Supports Fellowship Instructors by providing mentorship and training, acting as a liaison to represent their respective voices on the PLT, and helping establish and facilitate affinity spaces.
- Works with Program Leadership in creating alignment with and implementation of COBS instructional tools, best practices, policies and procedures.
- Supports the delivery of course safety briefings, professional development, and course planning.
- Supports and advises on COBS' courses, itineraries, lessons, trainings, and the community, regarding how we serve students and staff of historically marginalized and oppressed communities.
- Works within COBS emergency on-call system to provide instructional teams support in managing student well-being in the field.
- Attends and contributes to regularly scheduled PLT meetings.
- Works with Program Leadership and supervisor in creating a safe and supportive environment within the Rocky Mountain Program summer staff community.
- Adheres to all local operating procedures, safety policies and emergency procedures outlined in the Field Staff Manual and Employee Handbook.
- Commits to openly sharing and receiving feedback and serves as a role model for our students, staff, and community.

Skills and Knowledge

- Personal commitment to, and working knowledge of, the work of diversity, equity, and inclusion.
- Experience inspiring and leading teams effectively, including collaborating with a diverse group of people, skills and visions towards a common goal.
- Experience and skills working with youth.
- Commitment to obtaining a Wilderness First Responder & CPR certification (***Additional funding is available for the acquisition of these certifications***)
- Commitment to obtaining Mental Health First Aid certification (***Additional funding is available for the acquisition of this certification***)
- Moderate proficiency in Microsoft Office Suite (Excel, Word, Teams, etc.)
- High level of professionalism with strong leadership attributes both in work and community environments. Able to prioritize and work on multiple projects simultaneously, balancing the many aspects of the role.
- Ability to demonstrate and mentor emotional regulation and balanced decision-making in stressful situations.

Physical Requirements

- Ability to actively participate in vigorous to moderate physical activity including but not limited to camping, canoeing, or backpacking. Ability to lift and move a minimum of 65 lbs.
- A large part of this role consists of office work and sitting at a desk. However, at times you may work in the field.
- Occasionally works in outdoor weather conditions, including inclement conditions such as high heat, rain, snow, cold.
- Ability to lift, crawl, bend, carry and pull.

Compensation and Benefits

- Pay range of \$3,333.33 - \$3,750/month (Equivalent to a 12-month annualized salary range of \$40,000-\$45,000).
- 4-month, full-time seasonal position (May through August) includes 56 hours sick leave, onsite housing and meals provided throughout work agreement.
- Opportunity to observe a variety of trainings to increase desired skill sets within COBS programming.
- 5-day work weeks, with occasional weekends and holiday work required.
- Optional Accident Policy available
- Eligible for ProDeals



Application Process

- Apply for this position below.
- Upload your resume, technical experience log, and answer the application instructions
- Your cover letter can be addressed to Leslie Spinelli (Rocky Mountain Program Director)
- Supplemental documents can be uploaded as appropriate
- Applications accepted on a rolling basis