

**POSITION:**

Outdoor Education Program Coordinator  
2020 Season · Spring · Summer · Fall  
Burgess Outdoor Education & Retreat Center  
YMCA Camp Burgess & Hayward · Sandwich, MA



Come join our fun and supportive community at Burgess Outdoor Education & Retreat Center, a YMCA facility located a short drive from the ocean on beautiful Cape Cod, Massachusetts. Our forested property is situated on over 300 acres which include three freshwater ponds, two state-of-the-art high ropes courses, a low ropes teambuilding course, climbing tower, educational farm, recreational waterfront, hiking trails, and dining and overnight facilities. We seek to instill wonder, encourage stewardship, and cultivate community through interactive outdoor experiences with our guests.

This position is a leadership opportunity for a seasoned outdoor educator looking to facilitate other educators in leading meaningful programming for a wide range of youth and adult groups over a consecutive eight month period.

**SPRING JOB DUTIES:**

- Lead daily logistics for outdoor education and retreat program (including weekends)
- Facilitate guru team meetings
- Serve as the primary liaison between gurus and group leaders on site
- Support gurus with behavioral intervention and skill development as needed
- Support Outdoor Education Director (OED) in training gurus in educational topics
- Support OED in program development and other administrative duties
- Teach experiential outdoor programs to overnight youth groups
- Facilitate the safe use of our waterfront
- After provided training, capable of facilitating high ropes lead positions
- Occasionally support Challenge Course Manager (CCM) in training gurus on the high ropes course, zip line, and climbing tower
- Serve as an occasional overnight on-call staff member

**SUMMER JOB DUTIES:**

- Join summer camp community while supporting fall outdoor education preparation

**FALL JOB DUTIES:**

- Lead daily logistics for outdoor education and retreat program (including weekends)
- Facilitate guru team meetings
- Serve as the primary liaison between gurus and group leaders on site
- Facilitate the safe use of our waterfront
- Support OED in training gurus in educational topics
- Support OED in program development and other administrative duties
- Support CCM in training OE gurus on challenge course
- Support gurus with behavioral intervention and skill development as needed
- Facilitate teambuilding programming for middle school, high school, and college students through use of our varied adventure education options

Burgess Outdoor Education & Retreat Center  
75 Stowe Road Sandwich, MA 02563 | 508-428-2571

- Facilitate high ropes for school and retreat groups
- Serve as the on call director when OED or CCM is not present
- Support grounds and facilities maintenance
- Serve as an occasional overnight on-call staff member

**QUALIFICATIONS:**

- Passion for working outdoors with youth, teens, and adults
- Desire to lead educators in safe, efficient, and impactful facilitation of environmental, teambuilding, and challenge course programs
- 21+ years old with a degree in a relevant area, or equivalent life experience
- American Red Cross Lifeguard with Waterfront Module/AED/1<sup>st</sup> Aid/CPR certification or willingness to obtain at own expense; must be current throughout employment
- Ability to speak clearly and audibly in front of large audiences
- Ability to provide friendly and helpful customer service to all of our guests
- Ability to live + work as a positive team-player in a collaborative residential setting
- Capacity to give and receive feedback on a regular basis
- Physical ability to spend long, active hours outdoors in all elements, safely facilitating others
- Previous experience at Burgess Outdoor Education and Retreats program preferred

**DURATION:**

- Start Date: Sunday March 15, 2020
- Spring ends: Saturday 6/13 / Summer ends: Friday 8/22 / Fall ends: Sunday 10/25

**HOURS:**

Expect to work long but extremely rewarding days outdoors in all elements. Daily hours are tailored to the needs of our guests. You will have two days off for every five days worked. Weekend and evening work required.

**COMPENSATION:**

Pay is \$435 per week. We provide comfortable staff housing, all of your meals while working, kitchen access, and laundry facilities. Internet is also available. You will have the dedicated support and guidance of our experienced full-time staff. Additionally, Cape Cod is an awesome place to live! You will have access to a wide range of outdoor recreation equipment to help you enjoy it.

**APPLICATION PROCEDURE:**

Paper airplanes and carrier pigeons can be sent to N41.41.896, W070.27.261 or you can email a resume with cover letter to: [ksadoff@ssymca.org](mailto:ksadoff@ssymca.org)

**CONTACT INFORMATION:**

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