



THE SEA LEAGUE

NOW HIRING: Program & Outreach Director

About The Sea League (TSL)

TSL is an after-school team sports program with an emphasis on nature connection instead of competition. We are PE plus Science class without the homework 🤓 Our mission is to provide an equitable, ongoing integration to ocean sports for youth ages 6-14, treating activities like surfing, stand up paddling (SUP), kayaking, and snorkeling as ways to build relationships with the natural world. Learn more at www.thesealeague.org or on our instagram @thesealeague

About this Job

Our Program Director is responsible for bringing our big blue dreams to life. This role is for the thrill seeking planner who can work behind the scenes but also loves being in the field. Our ideal candidate is highly personable, gets excited about a clean spreadsheet and organized gear and always has a wetsuit ready to go.

Full time/exempt position. Must be able to excel at working remotely for the first 6-12 months.

Primary Duties*

Program Development & Coordination

- Co-creating and overseeing the full scope of our Fall, Winter, and Summer programming
- Supports transportation needs for programs to run smoothly (such as communicating possible carpool opportunities with other participants/coaches)
- Addresses concerns and complaints of when issues arise with participant, program or parent as well as celebrate programs
- Parent communication including follow up from incidents, being available for questions, accounts payable, and chaperone requests for trips
- Create schedules and registration process
- Fill in as staff on program when other substitutes are not available

Staff & Volunteer Training & Management

- Provides direction to other Sea League team members
- Assists with staff & volunteer selection, training, logistics, discipline, scheduling
- Available to be on call and reachable by staff before and during program hours
- Honor and celebrates staff and their achievements
- Conducts staff check-ins and reviews with Executive Director and Head Coaches

Outreach/Fundraising

- Effectively shares our mission and vision with prospective donors who share a passion for the ocean
- Assists in organizing and producing fundraising activities such as sponsored or promotional events

*The company reserves the right to add or change duties at any time.

Minimum Qualifications

- 3+ years of developing and managing youth based outdoor programs
- Holds all qualifications of [Head Surf Coach](#)
- Ability to problem solve
- Highly organized
- Able to manage disparate tasks in fast changing environments
- Able to use email, text, slack, smart phone and computer
- Highly developed communication and interpersonal skills
- Conflict management
- Ability to work with human resources team to manage employees
- Available to work early mornings and evenings when necessary to respond to staffing needs
- Excellent written and verbal communication
- Enjoys being of service to self, co-workers and the organization

Desired Qualifications

- Committed to personal and professional growth
- Team focus
- Passion for justice, equity, diversity, inclusion, education and nature
- Proficient English/Spanish: ability to conduct phone call in Spanish

Compensation & Benefits

Full time, salary/exempt position \$62,400 to \$67,340 annually DOE.
Participates in our programming. Part office work/part field work.

Benefits package includes

- Paid vacation & sick time
- Generous staff training opportunities
- 403(b) retirement plan
- Free TSL programs for staff children
- Option to participate in voluntary dental plan (pre-tax expense)
- \$450-\$500/month wellness stipend (\$500 for employees over 40 years old)
- Paid baby bonding leave
- A commitment to work-life balance and fun, self-driven working environment

How to Apply

Applicants should first carefully review the minimum and desired qualifications listed above and [The Sea League website](#). After that, please submit the following:

1. Cover letter that addresses the alignment of your experience and interests with the position as outlined above and the Wilderness Youth Project mission
2. Resume
3. List of 3-5 references.

Submit your materials via e-mail attachment in the PDF file format to **Chris Ragland at info@thesealeague.org**. Initial correspondence via e-mail is preferred. We will continue reviewing applications until the position is filled. We will inform you of timelines and next steps within 2 weeks of receiving your application.

The Sea League is committed to granting [equal employment opportunities](#) to all qualified persons. Affirmative action considerations will be used in the selection process.

The Sea League is a fiscally sponsored start up, supported by [Wilderness Youth Project \(WYP\)](#).