



POSITION DESCRIPTION

POSITION TITLE: Cabrillo Beach Youth Center Executive Director

REPORTING TO: CEO & Scout Executive

LOCATION: Cabrillo Beach Youth Center, San Pedro, CA

Website: www.GreaterLASCouting.org

Overview

Greater Los Angeles Scouting, a California 501(c)3 corporation, is the premier Scouting organization in the Southwestern United States and among the largest and most diverse in the nation. This is not your grandfather's, or even your father's scouting experience. We create the leaders of tomorrow by empowering youth to live confident, capable, complete, and compassionate lives through dynamic leadership opportunities and fun outdoor adventures. Through our Cub Scouts, Scouts, Venturing (high adventure programs), and Exploring (workforce development) program, last year, Greater LA Scouting served over 15,000 youth and young adults – from age 5 to 21 - and engages 4,000 adult volunteers each year.

Our alumni are business leaders, explorers, military heroes, government officials, entrepreneurs, entertainers and good citizens who contribute to the fabric and prosperity of America and their communities. The staff team is a group of dedicated professionals committed to creating a better tomorrow for young people and our nation via the experientially transformative power of Scouting.

Our 2025 operating budget is \$8.4M and we manage net assets of \$49M. The organization is primed for considerable growth and is searching for an outstanding Executive Director for our Cabrillo Beach Youth Center who can help propel our program delivery and community engagement to the next level. The executive director manages two direct reports and in collaboration with staff colleagues and key volunteers, will organize and lead the full spectrum of facility operations, program delivery, marketing and development to ensure outstanding and impactful participant experiences.

Value

Scouting provides unique, life-changing experiences and character development that America's youth can't get anywhere else.

Mission

Greater LA Scouting empowers young people to live meaningful lives through dynamic leadership opportunities and fun outdoor activities.

Vision

Greater LA Scouting is the leading provider of the most positive, exciting, safe, and rewarding youth leadership and outdoor experiences in Southern California. We embrace and celebrate the diversity of the communities we serve. Scouting is for everyone.

Position Overview

The Executive Director is responsible for leading all operations and program delivery at Cabrillo Beach Youth Center, and partners with Greater LA Scouting development staff to cultivate and steward donors and sponsors.

SCOPE AND RESPONSIBILITIES:

- Work with the CEO and team to execute a coordinated, strategic and successful campaign to renew the camp's land lease with the Port of LA.
- Coordinate with development staff to identify, cultivate and solicit potential donors to support the Center's operations. Drive new revenue sources and giving.
- Lead interaction with the San Pedro community, the Port of Los Angeles, local stakeholders, elected officials, neighboring non-profits and others to raise the profile and utilization of the Center by both Scouting and non-Scouting customers.
- Provide leadership, strategy and guidance to two direct reports and Center volunteers. Collaborate with volunteer-led Steering Committee.
- Identify and develop new program offerings to expand both the utilization and exposure of the Center.
- Manage creation a monthly stakeholder newsletter highlighting Center activities and community impact, as well as identify and implement positive marketing and communications/story-telling opportunities.
- Optimize Center appeal, revenue and marketing for third-party private events
- Oversee approved facility improvements and upgrades
- Attend and engage at various community meetings, chamber of commerce events, Port of LA Board Meetings and other related opportunities to extend and enhance the standing of the Center in the immediate Community.
- Identify and implement ways to responsibly manage expenses and optimize revenue. Work with staff to modernize daily operations and customer service.
- Collaborate with volunteer steering committee and volunteer leadership.
- Responsible for collaborating with development team to integrate donor opportunities and supporting donor engagement/recognition at applicable events/programs.
- Recruit, train and manage volunteers
- Track, compile and report on programmatic impact.
- Create, execute and evaluate program and event budgets to deliver net profit.
- Work closely with Finance and Business Operations team to develop and monitor pricing, attendance and budgeting for programs and events at the camp
- Other duties as assigned.

EXPERIENCE / SKILLS REQUIRED (AM I RIGHT FOR THIS JOB?)

You have a proven track-record of community relations and engagement success. And you are rarely satisfied with the idea that doing it the way it has always been done is always the way to keep doing it. You have a bachelor's degree from an accredited university or college, and five years of experience in business management, revenue/donor development and growth, youth program management or like expertise. Similar work in an LA-based organization is a bonus. You meet Scouting's leadership and membership standards and subscribe to the Scout Oath and Law. *Prior experience in Scouting is not required.*

You LOVE taking the initiative and creating bigger, better, faster and stronger results, and you thrive in a macro-management environment. You have never met a stranger and you jump at chances to engage with organization volunteers and stakeholders. You have a tee-shirt that says "I love multitasking." Or maybe you don't, but it would describe you well. You love the rush of knowing you nailed it, even if it's a late night or weekend event. You communicate clearly and with confidence, and you understand how listening more than talking can be a powerful practice. You are bored if everyday is like the last and if you were a fighter jet pilot, your call-sign would be "Adaptability." You bring your A-game everyday and you want to be around other people like you.

The successful applicant should be well versed in Microsoft Office to include Word, PowerPoint, Excel and Outlook, as well as possess a valid drivers license. This role requires evening and weekend work. You must be able to sit, stand, traverse uneven and outdoor terrain, bend, lift, reach, climb and carry at least 25lbs.

PERSONAL ATTRIBUTES:

- Excellent communication skills both written and oral
- Work well with others by building trust and identifying avenues for collaborative success
- Strong organizational skills with ability to drive initiatives to closure.
- Confidence
- Demonstrates charisma and enthusiasm
- Establishes collaborative working relationships
- Open to coaching and taking direction
- Integrity
- Passionate about the Scouting mission
- Able to give focused attention to volunteers
- High energy level, which translates to enthusiasm on the job
- Must be a self-starter

COMPENSATION:

Salary is commensurate with skill and experience, in a hiring range of \$7,500 to \$9,000 per month, dependent on experience and demonstrated prior success. Greater LA Scouting is an equal opportunity employer - *Scouting is for everyone* - if you have the talent and commitment, we want you to apply. In addition to offering a competitive salary, the position offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, long-term disability, a matching 403(b) retirement plan, plus reimbursement for authorized and approved business expenses. We also offer a generous vacation policy and 13-paid holidays per year. This position is FLSA exempt and bonus eligible.

CONTACT INFORMATION:

Applications without a cover letter will not be considered, no matter how awesome your resume is.

Submit your cover letter and resume to

Gracie Trevino

HR@GreaterLASCouting.org

Please note in the subject line: Cabrillo ED