



Job Title: Outdoor School Coordinator

Classification: Seasonal

Reports to: Outdoor School Director

Exempt/Non-Exempt: Non-exempt

Dates: March 11th, 2024 - June 6th, 2024

Compensation

Online pre-training: \$15 per hour (8 hours online)

In-Person Preparation and Program: \$20 per hour.

Optional overnight in-cabin student supervision shift: \$80 flat rate per night (not required).

Position Overview

Be a caring adult mentor and instructor for 5th and 6th grade students in a gorgeous outdoor setting. Our excellent Outdoor School program serves schools from all over Oregon and beyond. People of Color and LGBTQ+ candidates are strongly encouraged to apply. Camp Fire is non-sectarian and welcoming to all. Bilingual Spanish or ASL are highly desired, but not required. M.Ed. supervised university internships available.

The Outdoor School Coordinator supports the Outdoor School Director in the oversight of 10 seasonal instructors. The Coordinator aids in the preparation of program and staff training materials, assists in staff training, oversees the turnover between shifts, and fills in for trail instructors absent due to illness. The Coordinator oversees dining hall procedures during meals, and oversees cleaning teams during the changeover between school groups.

Minimum Requirements:

- 21 years of age (per insurance requirements)
- At least 2 years of university or college
- Academic and/or practical facilitation experience in environmental education
- Knowledge of BEETLES Curriculum preferred
- At least 2 years working with youth
- Desire and willingness to work outdoors for up to eight hour periods, rain or shine!
- Ability to traverse uneven terrain outdoors and carry up to 30 lbs.
- Passion for environmental education and the value of getting children outdoors.
- Open-mindedness and passion for making every child feel welcomed and valued.
- Interest in learning about the outdoors in a scientific framework.
- Patience, kindness, and an open heart.
- Willingness and ability to adhere to all policies and procedures, and follow emergency protocols as dictated.
- Adaptability and flexibility are a must.
- Ability to work without using a cell phone or having a cell phone out or visible.
- Camp Fire Wilani is a smoke, vape, drug, and alcohol free organization.
- Three professional references required.
- FBI Enhanced Background Check required.

Personal Qualities and Skills—The Outdoor School Coordinator is a person who:

- Positively supports inclusion in all forms: ethnic, gender, gender identity, religious/spiritual affiliations,

disabilities, political perspectives, etc.

- Thrives on challenges, creative problem solving, and continuous learning
- Strives for excellence, takes initiative, and is self-motivated
- Possesses exceptional written and oral communication skills
- Thinks strategically, acts resourcefully, and makes decisions with conviction
- Demonstrates excellent time management and organizational skills – works well with deadlines, effectively prioritizes tasks and plans ahead, and enjoys managing multiple projects at a time
- Has both a keen eye for detail as well as the ability to focus on big-picture goals
- Exhibits a strong work ethic and personal integrity, and can remain enthusiastic and successful in a fast-paced work environment
- Shows strong interpersonal skills, a sense of humor, and the ability to network and build lasting relationships
- Works well independently and as part of a cohesive team
- Desires to make a lasting impact on the Western Oregon community

The schedule for this position is flexible and variable based on the incumbent's availability.

An example of a likely schedule based on the needs of the organization:

Overnight Outdoor School Programs:

Typical Shift: 3:30 PM - 8:00 PM

Day Only Programs: 8:00 AM - 3:30 PM, 2-3 days per week depending on schedule.

Presentation Expectations: Staff should present neat and clean, no stained or torn clothing. No perfumes or cologne are allowed. Clothing should be neutral and free of swear words, political statements, sexual imagery, religious imagery, violent, racist, or misogynistic imagery. Staff should plan to shower at least every other day and keep their staff shirt clean and unwrinkled. Closed-toed shoes and socks are required during program times and during training. Staff shirts are required on arrival day for every program. Name tags must be worn daily.

More Information and to Apply: wilanicouncil.org