



MOUNT ST. HELENS INSTITUTE

Assistant Guide

Position: Assistant Guide | Part Time
Compensation: \$14.00/hour
Term of Employment: June 6, 2020 – September 13, 2020 (some flexibility). Not to exceed 300 hours. This is a part-time, non-exempt, temporary seasonal position.
Closing Date: March 17, 2020, at 11 PM

SUMMARY:

This exciting outdoor position will get experience working with a non-profit - Mount St. Helens Institute. As an Assistant Guide, this position will assist with guided climbs and hikes around Mount St. Helens and support outdoor program logistics. The assistant Guide will work closely with MSHI staff including the Outdoor Programs Manager (supervisor), lead guides and volunteers. We are seeking experienced outdoor enthusiasts who are passionate about introducing beginners to mountain climbing (and hiking) *and* sharing accurate information about Mount St. Helens' landscape, geology, ecology, and trails. The typical schedule will be two 10+ hour days with regular weekend work and flexibility required. Some weekday work may be available as well. Some overnight camping will be required. See guided program descriptions [here](#).

Multiple positions available.

DUTIES AND RESPONSIBILITIES:

- Prepare materials (paperwork, supplies) before trips
- Greet clients and provide introduction to the climb
- Provide engaging and accurate natural history talks on the trail
- Collaborate with Lead Guides and Volunteers
- Assist with medical situations
- Assist with managing group dynamics
- Conduct follow-up emails and communication with clients
- Maintain supplies and equipment
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Have or working toward Bachelor's/Associate Degree in recreation, environmental studies, ecology, geology, or similar degree OR 1 year of equivalent experience
- Demonstrated ability to teach and lead groups in outdoor settings
- Demonstrated experience with preparing and presenting public talks
- Knowledge of and passion for natural history
- Excellent people and group management skills
- Able to hike terrain of varying difficulties
- Ability to work both independently and in groups in remote areas with minimal supervision
- Enthusiasm for Mount St. Helens and the mission of the Mount St. Helens Institute
- Have a valid driver's license with an acceptable driving record for the past three years
- A reliable personal vehicle

IDEAL CANDIDATE WILL:

- Be a thoughtful, diplomatic communicator with the ability to work collaboratively, navigate difficult conversation, resolve conflicts and build trust and confidence in others.
- Be able to think critically and solve problems.
- Have excellent time-management, organizational and planning skills.
- Be able to inspire staff and volunteers.
- Be flexible to changing hours, pressures and deadlines, and an evolving organization.
- Demonstrate cultural competency.

ABILITIES: The Assistant Guide is required to hike and stand for long periods of time, work outdoors in all weather conditions, hike up to 15 miles across rough terrain with a 30 lb. pack and occasionally lift up to 40 lbs. Regular driving for up to 4 hours is common. The Assistant Guide must possess a valid driving license.

WORKING HOURS: This is a part-time position with mandatory trainings. The typical schedule will be two 10+ hour days with regular weekend work and flexibility required. Some weekday work may be available as well. Scheduled shifts will be announced at least two weeks in advance with input on guide date requests. Most trips are on the weekends, though some weekday work will be required. Some overnight work will be required.

LOCATION: The Mount St. Helens Institute’s main office is in Amboy, WA. Climbs and programs will occur from Marble Mountain Sno-Park, Climber’s Bivouac, from Hwy 504, Windy Ridge as well as other areas around Mount St. Helens National Volcanic Monument. Guides may have access to an MSHI vehicle. If a MSHI vehicle is not available, guides must drive personal vehicles to program locations and will be reimbursed for mileage.

ABOUT US: MSHI is a non-profit organization dedicated to advancing understanding and stewardship of the Earth through science, education and exploration of volcanic landscapes. MSHI functions as a tight-knit group of individuals united in our common passion for Mount St. Helens. We value diversity, good challenges, adventure, fun, partnership and community. We work closely with the Mount St. Helens National Volcanic Monument staff on a daily basis and operate under US Forest Service special use permit. We are not a guiding company and first and foremost are committed to providing educational outdoor exploration experiences.

OUR COMMITMENT: The Mount St. Helens Institute fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. In order to do so, we ensure that all employees work in an environment free of discrimination. All candidates applying for this position will be reviewed without regard to race, color, creed, religion, sex, age, national origin, veteran or marital status, sexual orientation, or disability. This institution is an equal opportunity provided. Review the Mount St. Helens Institute’s [Diversity, Equity and Inclusion Statement](#).

TO APPLY:

Apply no later than March 17, 2020 at 11 PM.

Email the following items to apply@mshinstitute.org.

- Subject Line: “Last Name, First Name - Assistant Guide”
- Cover Letter (name the file as follows “Last Name, First Name - Cover Letter”)
 - Include the following:
 - Why are you interested in this position?
 - How does this position fit with your career goals?
 - What is your available start date? Required end date?
 - Are there any required days off during the season?
- Resume (name the file as follows “Last Name, First Name – Resume”)

Please no phone calls! You may email us with questions.

SCHEDULE OF MOST DATES & PROGRAMS (subject to change):

Key: *ITCH* – Into the Crater Hike. *GOH* – Glacier Overlook Hike.

Today < > June 2020 G Suite

SUN 31	MON Jun 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
						Guide Staff Training
7 Guide Staff Training	8	9	10	11	12	13 Mountain Steward Training
14 Mountain Steward Training	15	16	17	18	19	20 Driving Tour Summit Climb
21 Summit Climb Father's Day	22	23	24	25	26 Field Camp Set Up	27 GOH Training
28 ITCH Training	29	30	Jul 1	2	3 Independence Day observed	4 Summit Climb Independence Day

Today < > July 2020 G Suite

SUN 28	MON 29	TUE 30	WED Jul 1	THU 2	FRI 3	SAT 4
ITCH Training					Independence Day observed	Summit Climb Independence Day
5 REI Summit Climb	6	7	8	9	10	11 GOH Summit Climb
12 REI GOH Summit Climb	13	14	15	16	17 ITCH Sunrise Summit	18
19 ITCH Summit Climb	20	21	22	23	24 ITCH Sunrise Summit	25 Awesome Hike
26 ITCH REI Awesome Hike Summit Climb	27	28	29	30	31	Aug 1 Summit Climb

SUN	MON	TUE	WED	THU	FRI	SAT
26 ITCH REI Awesome Hike Summit Climb	27	28	29	30	31	Aug 1 Summit Climb
2 REI GOH Summit Climb	3	4	5	6	7 ITCH Summit w/ Geologist	8 GOH
9 ITCH Berry Harvest Summit Climb	10	11	12	13	14 ITCH Sunrise Summit	15 GOH
16 ITCH GOH Summit Climb	17	18	19	20	21 ITCH	22 GOH Summit Climb
23 ITCH GOH Summit Climb	24	25	26	27	28 ITCH Summit w/ Geologist	29 Awesome Hike
30 ITCH Summit Climb	31	Sep 1	2	3	4 ITCH	5 Summit Climb

SUN	MON	TUE	WED	THU	FRI	SAT
30 ITCH Summit Climb	31	Sep 1	2	3	4 ITCH	5 Summit Climb
6 ITCH REI Summit Climb	7 Labor Day	8	9	10	11 Summit w/ Geologist	12 Awesome Hike
13 REI Awesome Hike Summit Climb	14	15	16	17	18	19