



Youth Education & Rental Programs Coordinator

MOUNT ST. HELENS INSTITUTE

Position:	Youth Education & Rental Programs Coordinator
Compensation:	\$23.99/hour Full wage scale is \$23.99-\$31.31/hour; position eligible for possible annual wage increases
Benefits:	100% paid base plan group health insurance (medical, dental, vision, alternative, prescription) for staff members, plus 50% spouse and dependent, Simple IRA retirement plan with 3% employer match, 11 paid holidays, paid sick leave, and paid vacation with increased accrual based on years of continuous employment
Work Location:	Hybrid with significant in-person presence at the Mount St. Helens Science and Learning Center from April through October. The <i>assigned</i> workstation is in Amboy, WA , with occasional seasonal presence.
Term of Employment:	Hourly; full-time; year-round, non-exempt. Overtime pay is 1.5x base pay and may be required occasionally. Nov - Jun: Mon-Fri schedule. Some weekend work is required. Jun - Nov: Weekend work required.
Start Date:	April 13, 2026, with some flexibility
Closing Date:	March 16, 2026

ARE YOU:

- Passionate about youth education, geology, ecology, and the outdoors?
- Excited to support a small team facilitating memorable learning experiences?
- Interested in living and working near the beautiful Mount St. Helens volcano with access to hikes with breathtaking views?
- Dedicated to providing excellent customer service to schools and groups interested in registering for programs?

OVERVIEW:

Working closely with and supervised by the Youth Education & Rental Programs Manager, the Mount St. Helens Institute's (MSHI) Youth Education & Rental Programs Coordinator coordinates registration and implementation for all of MSHI's youth education and rental programs.

As part of the education team, the Youth Education & Rental Programs Coordinator will create meaningful outdoor experiences for guests of all ages by leading hikes, facilitating educational activities, and inspiring confidence and connection with the natural world.

During the school season (April - June and September - November), we serve elementary to high school-aged youth for day and overnight field trips called [Volcano Outdoor School](#). The size of school groups ranges from 15 to 60+ people, with a target staff-to-student ratio of 1:15.

Other programs include:

- Summer events hosted by Mount St. Helens Institute (including [Family Adventure Camp](#), [Sky & Star Party](#), [Base Camp](#)) are capped at 60 participants and serve people of all ages. Summer events include staff working with MSHI volunteers to lead hikes, activities & foodservice.
- [GeoGirls](#) is a 5-day overnight summer camp serving middle school and high school youth.
- Seasonal foraging event series with the Cowlitz Indian Tribe

- Facility rentals, such as backcountry running events and university groups.

****[Watch this video about our education programs](#) to give a sense of our programs and style.****

Read about [our education programs](#) and our facility, the [Mount St. Helens Science & Learning Center](#).

The Youth Education & Rental Programs Coordinator will ensure that programs are professional, accurate, and engaging, and that they support [MSHI's equity commitment](#).

DUTIES AND RESPONSIBILITIES:

Program Administration & Registration [30% program season (Mar - Oct) and 70% off season (Nov - Feb)]

- Serve as primary registrar and provide professional communication with group leaders, parents/guardians, teachers, and rental groups to register and prepare groups for their visit, using custom-built registration and tracking systems in Google Workspace:
 - o Evaluate program inquiries, respond to group inquiries, and answer questions about program types and offerings.
 - o Coordinate with the manager to notify group leaders of financial assistance awards
 - o Schedule groups within the program's availability.
 - o Generate quotes and program agreements for education and rental programs;
 - o Confirm 30-day attendance for groups.
 - o Create and share program summaries & rosters.
 - o Maintain website with information packets & other information for registered programs, and Frequently Asked Questions guide for Volcano Outdoor School & rental programs.
- Work with groups and the education team to develop program schedules, including serving as the communication liaison between groups and seasonal staff to coordinate on educational goals, program schedules, dietary needs, and other pertinent information for the group/program.
- Maintain the Registered Events Calendar with program details for staff.
- Determine volunteer needs for different programs; schedule MSHI volunteers and send pre-trip preparation emails to MSHI volunteers

Program Implementation: [20% off season (Nov - Feb) and 40% program season (Mar - Oct)]

- Lead program planning meetings with the seasonal staff team and join program debrief meetings when able; positively contribute to seasonal staff meetings.
- Maintain a safe, friendly, and inclusive learning environment for all participants and staff
- Lead/co-lead guided hikes and other learning activities as needed
- Lead teacher/chaperone orientation for in-person overnight programs as needed
- Be flexible to program needs, including serving as program implementation staff as needed in the roles of Education, Facilities Coordinator, and Chef.
- Promptly and professionally respond to risks, complaints, and injuries in accordance with MSHI risk management protocols.

Leadership: [20% all seasons]

- Assist the Youth Education & Rental Programs Manager with hiring outreach, application review, interviewing of seasonal educators, foodservice, and custodial staff.
- Co-develop and implement training for seasonal staff, volunteers, and K-12 teachers.
- Mentor and support seasonal staff; display maturity, responsibility, flexibility, enthusiasm, and sound judgment.

- Actively participate in organization-wide conversations and planning, including weekly staff meetings, EDI meetings, and staff/board retreats.
- Lead or collaborate with other MSHI staff and partners on new and existing initiatives.
- Represent the Mount St. Helens Institute at workshops, conferences, board/staff, and partnership meetings.

Curriculum Development: [10% all seasons]

- Work with the Youth Education & Rental Programs Manager to evaluate and improve existing in-person activities and virtual resources for K-12 age groups.
- Lead and reinforce training with seasonal education staff on education activities.
- Provide feedback throughout the season on seasonal staff curriculum projects.

Facilities, Supply, and Digital Asset Management [5% all seasons]

- Maintain organization and inventory of educational and facility supplies to ensure adequate supplies for program operations.
- Work with the Youth Education & Rental Programs Manager to determine purchasing priorities for education and facility program supplies.
- Manage photo and media collection, including sharing with groups and uploading to the MSHI photo asset database in a timely manner.
- Schedule volunteer work parties based on program needs, such as kitchen prep for large events, facility cleaning, and more.

Marketing and Outreach [5% all seasons]

- Updating and maintaining the directory of youth groups, schools, and contact information.
- Assist with generating content to market programs, including updating content on website pages, writing newsletter articles about programs, etc.
- Assist with defining marketing audiences, including email list segmentation.
- Assist with completing marketing tasks, including sending listserv emails and direct outreach to teachers and youth groups.

Other duties may be assigned.

QUALIFICATIONS:

- Minimum two (2) years' experience in informal youth education.
- Excellent computer skills, including Google Workspace (Sheets, Slides, Sites), Zoom, etc.
- A willingness to learn how to use the custom spreadsheet registration system in Google Workspace used for MSHI education & rental programs.
- Demonstrated ability to work collaboratively with people of diverse backgrounds, ages, and cultures, to navigate difficult conversations, to resolve conflicts, and build trust.
- Excellent communication skills, including public speaking, writing, and editing.
- Attention to detail, strong work ethic, and time-management, organization, and planning skills.
- Willingness to be flexible to changing hours and evolving programmatic needs during the program season in order to best support our small operations team
- First aid, CPR, and epinephrine (or higher, such as Wilderness First Responder) certification or willingness to obtain.
- Working knowledge of natural science, such as ecology, geology, or other similar fields relevant to Mount St. Helens, or a willingness to learn.
- Enthusiasm for the mission of the Mount St. Helens Institute
- Have a valid driver's license with an acceptable driving record for the past three years.
- Have a reliable personal vehicle. Mileage reimbursement is available for qualifying trips.

ABILITIES: Regular computer work is required. Shifts longer than 10 hours performing physically active tasks, such as standing, walking, and lifting/moving heavy objects (up to 30lbs.), are common during the Spring-Fall program season. Applicants should be able to work outdoors and walk up to 3 miles in a variety of weather conditions and on varied terrain. Regular driving of 2 hours to the Science and Learning Center and other MSHI/program sites is required.

WORKING HOURS:

- This is a full-time position with some weeks exceeding 40 hours.
- This position may be subject to a 4-6 week furlough or seasonal reduction in hours, depending on programming needs and/or funding.
- During the program season (April through the end of October), the schedule is based on programmatic needs, including frequent evening and weekend work. During the program season, a single shift may last up to 14 hours.
- Occasionally, serving as an overnight on-call safety person for overnight programs may be required.
- During the off-season (November- April), the schedule for this position offers more flexibility. Flexible working hours may be available, dependent on supervisor approval.

LOCATION, TELEWORK & HOUSING:

This position's assigned workstation is the Mount St. Helens Institute's office in Amboy, WA. **Only occasional required work and meetings will be held at the Amboy office.**

The primary work site will be at the [Mount St. Helens Science and Learning Center](#). **On-site work, including living on-site at the Science and Learning Center, is required from April to November.**

- From April through the end of October, the Coordinator will work ~3-5 days/week at the [Mount St. Helens Science and Learning Center](#).
 - 3 days/ week REQUIRED for program season (April - October)
 - In-person days will be coordinated with the manager to ensure coverage for program support
- The [Mount St. Helens Science and Learning Center](#) is located 40 miles east of the small, quaint town of Castle Rock, WA, and approximately 2 hours from Vancouver, WA, and Portland, OR.
- Wifi is available at the Science & Learning Center and at staff housing. Cell phone reception is not available at either location.
- Low-rent housing is available within a short walking distance of the Science and Learning Center, with shared rooms and bathrooms; it is shared between MSHI and US Forest Service employees. [Please view this document for photos and descriptions of our housing and facility.](#)
- Single-day and overnight travel around southwest Washington to other locations may be required in a personal vehicle with mileage reimbursement per policy.
- [Youth Winter Adventures](#) (occurring in February - March) take place at locations on the south side of Mount St. Helens near Ape Cave. This program is often led by this position.

MSHI considers telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement; this position may telework as arranged from November to April.

TRAINING

Much of this role is learned by doing, with the support of the manager and team, to take on tasks. We embrace the opportunity to make safe mistakes and learn from them, building competence and resilience as a team.

- The coordinator will practice leading educational activities with the staff team before leading with youth groups, and there will be opportunities to shadow activities & program flow.

- The coordinator has access to a large archive of online resources for learning, including a recorded lecture series about Mount St. Helens (The Volcano Naturalist Program)
- Additionally, MSHI will host several all-staff training days throughout the season to prepare for summer events, fall specialty programs, and other special-interest topics.
- Our partnerships with the U.S. Forest Service, USGS, and other organizations offer opportunities for learning.
- The off-season may include time to attend environmental education conferences. There may be funds available annually for professional development, to be used with MSHI's approval for additional training and certifications.

ABOUT US: The [Mount St. Helens Institute](#) advances understanding and stewardship of the Earth through science, education, and exploration of volcanic landscapes. We are united in our common passion for Mount St. Helens and connecting folks of all backgrounds with science, the outdoors, and each other. We value diverse perspectives, good challenges, adventure, fun, partnership, and community. MSHI is the official nonprofit partner of Mount St. Helens National Volcanic Monument. As such, we work closely with Monument staff and operate under a US Forest Service special use permit.

MSHI fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. We ensure that all employees work in a positive, supportive, empowering 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 physical ability. We are an equal opportunity employer and provider.

BACKGROUND INVESTIGATION: A final offer of employment is contingent upon completion of a background check that may include Social Security verification (Social Security number, date of birth, former addresses); prior employment verification; personal and professional references; education verification; motor vehicle records; and criminal history.

TO APPLY:

Please complete [this application form](#) by March 16th, 2026, 11:59 pm Pacific Time. When attaching files, please use the following naming convention:

- Cover Letter: titled with the following format “**Last Name First Name_Cover_Letter_Education Coordinator**”
- Resume: titled with the following format “**Last Name First Name_Resume_Education Coordinator**”

If you have questions about this position, please contact learn@mshinstitute.org.