



Youth Education & Rental Programs Coordinator

MOUNT ST. HELENS INSTITUTE

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| Position: | Youth Education & Rental Programs Coordinator |
| Compensation: | Starting rate between \$23.76-\$25.20/hour depending on experience; full wage scale is \$23.76-\$31.18/hour; position eligible for annual wage increases |
| Benefits: | Group healthcare insurance 100% paid (medical, dental, vision, alternative, prescription) for staff member plus 50% paid for dependents; SIMPLE IRA retirement plan with a 3% employer match; 10 paid holidays; and vacation and sick leave accrual. |
| Work Location: | Hybrid with an assigned work station in Amboy, WA and significant in-person presence at the Mount St. Helens Science and Learning Center |
| Term of Employment: | Hourly; full-time; non-exempt. Overtime pay is 1.5x base pay and will occasionally be required. <u>Nov. - June:</u> Mon-Fri schedule. Some weekend work required for board/staff retreats, conferences, etc. <u>June - Nov:</u> Weekend work required. |
| Closing Date: | April 15, 2024 or until filled |
| Ideal Start Date: | May 20, 2024 with some flexibility |

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 such as the [Boundary Trail](#) and [Coldwater Lake](#)?
- Excited about providing excellent customer service to schools and groups interested in registering for programs?

OVERVIEW:

The Mount St. Helens Institute Education Team facilitates meaningful experiences for our guests, including leading hikes and other educational activities, helping students build confidence and a sense of belonging in the outdoors, and sharing their enthusiasm for Mount St. Helens with our guests.

During the school season from April - June and September - November we serve elementary to high school aged youth for day and overnight field trips. The size of school groups ranges from small groups of 15 people to upwards of 60 people. Summer events hosted by Mount St. Helens Institute (including Family Adventure Camp, Sky & Star Party and Base Camp) are capped at 75 participants. Other programs include GeoGirls (a youth weeklong summer camp), youth groups and other camps. MSHI works to maintain the desired ratio of 1:15 for staff/volunteers to students. Our rental programs and summer events serve people of all ages. We host multiple community events including but not limited to seasonal foraging event series with the Cowlitz Indian Tribe, summer Family Adventure Camps, summer Sky & Star Party, GeoGirls youth summer camp, multiple backcountry running events, and more!

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

POSITION SUMMARY:

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 the MSHI's youth education and rental programs, including:

- [Volcano Outdoor School](#): Day and overnight field trips
- [Science & Learning Center and Coldwater Camp rentals](#): day and overnight
- [GeoGirls](#)
- [Family Adventure Camp](#)
- [Basecamp Mount St. Helens](#)
- [Youth Winter Adventures](#)
- [Virtual Field Trips](#)

Furthermore, the Youth Education & Rental Programs Coordinator will share responsibility for maintaining digital systems, marketing & outreach, supply and facility maintenance, curriculum development, and leadership as related to MSHI's youth education and rental programs.

The Youth Education & Rental Programs Coordinator will ensure that programs are professional, accurate and engaging, and are supportive of [MSHI's diversity, equity and inclusion goals](#).

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. For more information on our commitment, please review the MSHI's [Equity, Diversity and Inclusion Statement](#).

DUTIES AND RESPONSIBILITIES:

Program Administration & Registration [70% off season (Nov - Feb) and 20% program season (Mar - Oct)]

- Serve as primary registrar and provide professional communication with groups leaders, parent/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, answer inquiries about program types and offerings.
 - o Work with the Youth Education & Rental Programs Manager to develop a calendar of available dates for various program types.
 - o Award financial assistance to groups according to criteria and funding constraints; notify group leaders of financial assistance awards
 - o Generate, share and file quotes and program agreements for education and rental programs
 - o Confirm the 30 day attendance for groups

- o Create and share documents for program participants such as rosters, information packets and program summaries.
- Serve as the communication liaison between groups and seasonal staff including communicating about educational goals, program schedules, dietary needs, and other pertinent information about the group/program.
- Create and share internal program summaries for staff.
- Work with education groups and educators to develop program schedules.
- Collaborate with the Youth Education & Rental Programs Manager to determine volunteer needs for different programs; scheduling MSHI volunteers & sending 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 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 substituting in as program implementation staff as needed, in the role of “Educator” or “Cook/Custodian”
- Serve as the primary educator for scheduling and implementing [Virtual Field Trips](#) and [Youth Winter Adventures](#)
- Promptly and professionally respond to risks, complaints, and injuries following 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, such as 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 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 to seasonal staff curriculum projects.

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

- Maintain organization and inventory of education and facility supplies, ensuring an adequate supply of materials 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, uploading to MSHI photo asset database Pisc.io in a timely manner.
- Work with the Youth Education & Rental Programs Manager to schedule volunteer work parties based on program needs such as kitchen prep work parties, facilities cleaning and more.

- Work with the Strategic Projects Director to coordinate facility maintenance, including but not limited to volunteer work parties.
- Coordinate maintenance work for a MSHI vehicle based at the Science and Learning Center.

Marketing and Outreach [5% all seasons]

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

As a small non-profit, we all wear many hats. 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 and writing and editing.
- Attention to detail, strong work ethic; time-management, organization, and planning skills.
- Willingness to be flexible to changing hours, deadlines, and priorities in an evolving and growing organization.
- 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 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 office and 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.) is 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 required.

WORKING HOURS:

- This is a full-time position with some weeks exceeding 40 hours.
- During the April - end of October (program season), the schedule for this position is based on programmatic needs. During this time, frequent evening and weekend work will be required and occasionally at other times during the year. During the program season, a single shift may be as long as 14 hours.
- Occasionally serving as overnight on-call safety person for overnight programs may be required.
- During other times of the year, 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**. Amboy is a rural community approximately 40-60 minutes from Vancouver/Portland. Occasional work and meetings will be held at the Amboy office.

Significant work will occur at the [Mount St. Helens Science and Learning Center](#) on the northwest side of Mount St. Helens. **On-site work at the Science and Learning Center is required during the season.**

- 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 spring season (April - June).
 - 2 days/ week REQUIRED for summer and fall season (June - October).
- The [Mount St. Helens Science and Learning Center](#) is located 40 miles east of the small quaint town of Castle Rock, WA; 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 of these locations.
- Low-rent housing is available a short walking distance from the Science and Learning Center with shared rooms and bathrooms; housing 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 November to April.

TRAINING: Training includes:

- [Volcano Naturalist Program](#) ; Presentations by guest experts in geology & ecology and about instructional strategies; Practice leading educational activities with staff team before leading with youth groups; Shadowing activities & program flow; Access to a large archive of fabulous online resources for learning including but not limited to recorded lecture series about Mount St. Helens; Additionally, MSHI will host several all staff training days throughout the season as training for summer events, fall specialty programs and more.

BACKGROUND INVESTIGATION: MSHI shall conduct a background investigation prior to making a conditional offer of employment or re-hire. All offers of employment are contingent upon a satisfactory background investigation. The background investigation may include, but is not limited to the following, as permitted by law: 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. The following factors will be considered for applicants with a criminal history: nature of the crime and its relationship to the position; time since the conviction; number (if more than one) of convictions; whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the organization, its employees, volunteers, partners and program participants.

TO APPLY:

- Please send a cover letter and resume as attachments to apply@mshinstitute.org with the words "Youth Education & Rental Programs Coordinator" in the subject line.
- To learn more about MSHI, visit <https://www.mshinstitute.org/>