



## **MOUNT ST. HELENS INSTITUTE**

### **Outdoor Programs Coordinator**

**Position:** Outdoor Programs Coordinator  
**Compensation:** Base annual salary of \$29,500; benefits include health insurance (50% employee and dependents), Simple IRA with 3% employer match, and paid vacation/sick leave.  
**Type:** 80%; full-time January-October; exempt  
**Position Start Date:** April 2, 2017  
**Announcement Closing Date:** February 10, 2017

#### **SUMMARY:**

The Mount St. Helens Institute's (MSHI) Outdoor Programs Coordinator is an adventurous position that provides behind-the-scenes and on-the-ground support to our outdoor recreation programs. The Outdoor Programs Coordinator will coordinate and market guided programs, communicate and consult with participants, coordinate climbing permit sales and inquiries, maintain supplies and equipment, and mentor seasonal assistant guides. In addition, the Outdoor Programs Coordinator will function as a Lead Guide to safely guide and educate participants on the natural history of Mount St. Helens. Work will be approximately 30% outdoors and 70% indoors, varying by time of year.

The purpose of this position is to provide professional, safe and educational experiences for Mount St. Helens Institute guests. The right candidate will believe in our mission; enjoy providing caring customer service about the outdoors; and possess skills and knowledge in coordinating multiple outdoor programs with volunteers, partners and people of all ages and abilities. There is room for the position to evolve into a leadership position. Working directly under the Science Education Director, the Outdoor Programs Coordinator will work closely with the Volunteer Programs Director, the Office Manager and the Executive Director.

#### **DUTIES AND RESPONSIBILITIES:**

- Outdoor Programs
  - Plan, schedule and market climbs, field seminars, winter adventures and other outdoor programs
  - Facilitate safe and educational climbs, hikes and winter adventures to the rim, crater and other areas throughout the Gifford Pinchot National Forest
  - Communicate with clients before and after programs
  - Mentor assistant guides
  - Manage waivers, trip reports and other trip documentation
  - Provide risk and hazard assessment, preparedness and response
  - Evaluate programs and develop necessary reports
  - Co-develop new outdoor recreation programs for diverse audiences
- Volunteer Mountain Stewards
  - Coordinate some aspects of Mountain Steward program including communication with and scheduling volunteers
  - Support Mountain Steward trainings and evaluations
- Mount St. Helens Inquiries and Climbing Permits
  - Provide customer service via phone and email about recreating at Mount St. Helens and provide permit information
  - Manage and process merchandise inventory

- Field Camp
  - Coordinate and manage MSHI's remote Ridge Field Camp (near Windy Ridge NE of Mount St. Helens)
  - Maintain field camp equipment and supplies
  - Shop and prepare meals for and host some groups and other programs
- Other duties
  - Assist with special events
  - Assist with on-site youth education programs
  - Work with US Forest Service partners
  - Other duties as assigned – as a small non-profit, we all wear a variety of hats!

#### **REQUIRED QUALIFICATIONS:**

- 2 or more years of outdoor education/leadership experience
- Excellent physical condition and capable of regularly hiking 10-15 miles in rugged terrain and to an elevation of 8,322 feet while carrying 30-40 lbs
- Wilderness First Responder and CPR (or willing to obtain)
- Skills and experiences in customer service, mentoring, group management and program planning
- Interest in science and the outdoors with a desire to engage people in MSHI's mission including youth education, exploration, science and stewardship

**ABILITIES:** Regular office and computer work is required for up to 8 hours/day, with some longer days. Work will also be conducted outdoors in a variety of weather conditions and terrain. Driving to locations around Mount St. Helens (up to 3 hours) is common. The Outdoor Programs Coordinator must possess a valid driving license and pass a criminal background check.

**WORKING HOURS:** This is full-time, permanent 10 month/year position with some weeks exceeding 40 hours. The Outdoor Programs Coordinator is expected to work weekends and evenings as needed, including multiple nights in the field.

**LOCATION:** The Outdoor Programs Coordinator will be based from MSHI's main office in Amboy, WA with occasional use of MSHI's Vancouver office (near Fort Vancouver). Additional work is outdoors throughout the U.S. Forest Service Mount St. Helens National Volcanic Monument under a wide range of weather conditions as well as at locations and events throughout the Portland-metro area. Single-day and overnight travel around southwest WA will be required in a personal vehicle with mileage reimbursement. Telecommuting may be available on a sporadic basis.

**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.

**TO APPLY:** Please email the following information to [apply@mshinstitute.org](mailto:apply@mshinstitute.org) with the keywords "program coordinator" in the subject. Please, no phone calls.

- Cover letter (please let us know how you found out about the position)
- Resume
- Contact information for 3 references

*\*In accordance to Federal law and US Department of Agriculture policy, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.*