



## **MOUNT ST. HELENS INSTITUTE**

### **Assistant Guide**

**Position:** Assistant Guide | Part Time  
**Compensation:** \$14.00/hour; housing may be available for \$5.55/day  
**Term of Employment:** June 7, 2019 – September 15, 2019 (some flexibility); Not to exceed 300 hours.  
This is a part-time, non-exempt, temporary seasonal position.  
**Closing Date:** March 3, 2019

#### **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. 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* sharing accurate information about Mount St. Helens landscape, geology, ecology, and trails. 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.

*3 positions available.*

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

- Assistant Guide
  - Prepare materials (paperwork, supplies) before trips
  - Greet clients and provide introduction to the climb
  - Provide engaging and accurate natural history talks on the trail
  - Engage and communicate 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
- Ability to pass a background check
- Have a valid driver's license with an acceptable driving record for the past three years
- A reliable personal vehicle

**ABILITIES:** The Assistant Guide is regularly 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. Regular office and computer work is required for up to 8 hours/day. The Assistant Guide must possess a valid driving license and must pass a criminal background check.

**WORKING HOURS:** This is a part-time temporary seasonal position. Some days will be longer than 10 hours and overnight work will occasionally be required. The schedule will vary based on program dates but the schedule will be announced at minimum of 2 weeks in advance.

**LOCATION:** This position will be based out of the Mount St. Helens National Volcanic Monument Headquarters in Amboy, WA. Government housing may be available for approximately \$5.75/day in Amboy, WA or at the Pine Creek Information Station. Regular travel around the Monument will be required; fleet vehicles may occasionally be available; use of personal vehicle with mileage reimbursement may be required.

**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 see our guided programs see here: <http://www.mshinstitute.org/explore/>

**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 3, 2019 at 11 PM.

Email the following items to [apply@mshinstitute.org](mailto:apply@mshinstitute.org).

- Subject Line: "Last 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:

Today	<	>	June 2019	🔍	⚙️	Month ▾	⋮	🔔	G Suite
SUN 26	MON 27 Memorial Day	TUE 28	WED 29	THU 30	FRI 31	SAT Jun 1			
2	3	4	5	6	7 Guide Staff Training pt. 1	8 Mountain Steward Traini			
9 Mountain Steward Traini	10	11	12	13	14	15 Guide Staff Training pt. 2			
16 Guide Staff Training pt. 2 Father's Day	17	18	19	20	21	22 Summit Climb			
23 Summit Climb	24	25	26	27 Field Camp Set-Up	28	29 REI Summit Climb			
30 Summit Climb	Jul 1	2	3	4 Independence Day	5 Summit w/ Geo	6			

Today	<	>	July 2019	🔍	⚙️	Month ▾	⋮	🔔	G Suite
SUN 30 Summit Climb	MON Jul 1	TUE 2	WED 3	THU 4 Independence Day	FRI 5 Summit w/ Geo	SAT 6			
7 Summit Climb	8	9	10	11 ITCH Training Glacier Overlook Hike Tr	12	13 REI Glacier Overlook Hike Summit Climb			
14 Glacier Overlook Hike - E Summit Climb	15	16	17	18	19 ITCH Awesome Hike Training	20 REI Awesome Hike Summit Climb			
21 ITCH Summit Climb	22	23	24	25	26 ITCH Summit Climb w/ Geo	27 Awesome Hike			
28 ITCH Summit Climb	29	30	31	Aug 1	2	3 REI Glacier Overlook Hike Summit Climb			

<div> Today &lt; &gt; August 2019 <div> Q ⚙ Month </div> <div> ⋮ 🔔 G Suite </div> </div>						
SUN 28	MON 29	TUE 30	WED 31	THU Aug 1	FRI 2	SAT 3
ITCH Summit Climb						REI Glacier Overlook Hike Summit Climb
4	5	6	7	8	9	10
Glacier Overlook Hike Summit Climb					ITCH Summit Climb w/ Geo Awesome Hike	
11	12	13	14	15	16	17
ITCH Summit Climb					ITCH Sunrise Summit Glacier Overlook Hike	
18	19	20	21	22	23	24
ITCH Glacier Overlook Hike Summit Climb					ITCH - All Women Summit Climb	
25	26	27	28	29	30	31
ITCH - All Women Summit Climb					ITCH Summit Climb w/ Geo Awesome Hike	

<div> Today &lt; &gt; September 2019 <div> Q ⚙ Month </div> <div> ⋮ 🔔 G Suite </div> </div>						
SUN Sep 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7
ITCH Summit Climb	Labor Day				ITCH	Summit Climb
8	9	10	11	12	13	14
ITCH Glacier Overlook Hike REI Summit Climb						Awesome Hike Summit Climb
15	16	17	18	19	20	21
REI Awesome Hike						