



## Assistant Guide

### MOUNT ST. HELENS INSTITUTE

**Position:** Assistant Guide | Part Time | Seasonal  
**Compensation:** \$18.66/hour  
**Term of Employment:** June 1, 2023 – September 18, 2023 (some flexibility).  
Hourly; part-time; non-exempt; temporary; seasonal.  
**Application Closing Date:** April 1st, 2023

#### SUMMARY:

The Mount St. Helens Institute (MSHI) seeks Assistant Guides for the 2023 Summer season. Assistant Guides are skilled, experienced and enthusiastic leaders who assist in guiding groups of diverse international participants and support staff on safe, exciting and informative hikes and non-technical climbs on Mount St. Helens. An Assistant Guide is a critical member of an MSHI Guide Team and collaborates directly with a Lead Guide and certified Volunteer Mountain Stewards and scientists, depending on the program. This guide team will work together to highlight the natural and historical wonders of the American Pacific Northwest, the Gifford Pinchot National Forest and Mount St. Helens National Volcanic Monument throughout each adventure.

We seek qualified mountaineers with demonstrated personal experience who can safely assist participants on 6 to 10 mile guided adventures around an active volcano and a vibrant National Forest in all weather conditions at elevations ranging from 2,600ft (792m) to 8,365ft (2,550m). Assistant Guides will be trained in MSHI policies, scientific and historical interpretation, route navigation, emergency response, risk management, radio communication, equity, diversity and inclusion. Through the team's training and technical expertise, MSHI compassionately encourages participants to gain confidence in the outdoors while also providing natural history and scientific interpretation of the landscape. Routes and programs include: Mount St. Helens Rim (summit), Glacier Overlook Hike, Into the Crater Hike and various other outdoor seminars and hikes throughout the Monument. Guides can expect remote and in-person training in June and programs that run from June through Sept. Guides can expect to work Saturday and/or Sunday (with some Fridays and other weekdays) throughout the Summer with additional work possible as private trips are requested. The Assistant Guide will work under the supervision of the Outdoor Programs Manager, and will work collaboratively with other MSHI guide staff and volunteers throughout the season. See guided adventure descriptions at <https://www.mshinstitute.org/explore/guided-adventures/>.

#### DUTIES AND RESPONSIBILITIES:

- Assist in preparing materials (paperwork, supplies) before and after trips
- Greet participants and provide introduction and instructions for the day's adventure
- Provide engaging and accurate natural history interpretation on the trail
- Collaborate with Lead Guides and Volunteers
- Assist with emergency situations
- Assist with managing group dynamics
- Follow and enforce MSHI risk management, health and safety safety protocols

#### REQUIRED QUALIFICATIONS:

- First aid and CPR certification (or higher) valid through September 18, 2023, or willing to obtain prior to period of employment
- Demonstrated ability to teach and lead groups in outdoor settings
- Demonstrated experience with preparing and presenting public talks
- Knowledge and passion for natural and human 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
- Have a reliable personal vehicle

**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.

**WORKING HOURS:** This is a part-time position with mandatory paid trainings. The typical schedule will be one or two ~12 hour days on the weekend with flexibility required. Days can vary in length depending on circumstance.. Guides will be required to travel throughout the Gifford Pinchot National Forest including overnight travel; MSHI will provide appropriate accommodations. The schedule will vary based on program dates; the schedule will be announced at minimum two weeks in advance. Most trips are on the weekends, though some weekday work may be required.

**WORKING ENVIRONMENT:** Assistant Guide must be comfortable outdoors, in nature for extended periods of time in various weather conditions and willing to camp (sleep) at the various trailheads on the South, Northeast and North side of the Monument or MSHI's remote and rustic field camp when scheduled for multi-day assignments. At field camp, non-flush toilet facilities and handwashing stations are available. Shower facilities are not available. Cell phone service is very limited throughout the Monument. MSHI shall provide radio communications.

**LOCATION:** 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.

**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.

**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](#).

**TO APPLY:**

Email the following items to [apply@mshinstitute.org](mailto:apply@mshinstitute.org) before April 1, 2023, 11:59PM Pacific

- Subject Line: **"Last Name, First Name - Assistant Guide"**
  - *If you would like to apply for multiple positions: "Last Name, First Name – Multiple" and indicate the positions of interest in your cover letter.*
- Cover Letter (name the file as follows **"Last Name, First Name - Cover Letter"**)
- Resume (name the file as follows **"Last Name, First Name – Resume"**)

Please email with questions.