



Youth Education & Rental Programs Coordinator MOUNT ST. HELENS INSTITUTE

Position:	Youth Education & Rental Programs Coordinator
Compensation:	Starting rate between \$23.04-\$24.44/hour depending on experience; full wage scale is \$23.04-\$30.06/hour; position eligible for annual wage increases
Benefits:	Group healthcare insurance 50% paid for staff member plus dependents (medical, vision, dental, alternative, prescription); 3% matching 403(b) retirement plan; 15 vacation days, 10 paid holidays and paid sick time
Work Location:	Hybrid, flexible depending on the program schedule
Term of Employment:	Hourly; full-time; non-exempt
Closing Date:	Open until filled; applicant review begins February 13
Start Date:	April 3, 2023

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
- [Virtual Field Trips](#)
- [Youth Winter Adventures](#)
- [Family Adventure Camp](#)
- [GeoGirls](#)
- [Basecamp Mount St. Helens](#)

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 Coordination & Registration [50% off season (Nov - Feb) and 20% program season (Mar - Oct)]

- Provide professional communication with youth groups, parent/guardians, teachers, rental groups, and other program participants to register and prepare groups for their visit:
 - Generate, share and organize quotes, invoices and receipts for education and rental programs, including issuing financial assistance and maintaining an accurate financial record for youth education and rental programs
 - Register groups for education and rental programs, including communicating options, negotiating dates, generating agreements and registration materials
 - Serve as the communication liaison between groups, seasonal staff, and occasionally MSHI volunteers, including communication such as educational goals, program schedule, dietary preferences, and other pertinent information about the group/program
- Develop program schedules based on group goals/needs
- Develop and update documents for program participants such as information packets
- Assist maintaining registration and tracking systems custom-built in Google Workspace

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

- Lead/co-lead guided hikes, and other learning activities
- Share expectations and facilitate discussion with program participants
- Be flexible to program needs, including substituting in as program implementation staff as needed, in the role of "Educator" or "Cook/Custodian"
- Maintain a safe, friendly and fun learning environment for all participants and staff
- Serve as the primary educator for [Virtual Field Trips](#) and [Youth Winter Adventures](#)
- Conduct surveys and other evaluations during education and rental programs
- Serve as role model for participants and peers: use positive behavior guidance strategies and display maturity, responsibility, flexibility, enthusiasm, and sound judgment
- Promptly and professionally respond to risks, complaints, and injuries
- Actively and positively contribute to program debrief meetings

Facilities, Supply, and Asset Maintenance/Coordination [5% off season (Nov - Feb) and 15% program season (Mar - Oct)]

- Maintain organization and inventory of education and facility supplies, ensuring an adequate supply of materials for program operations
- Assist with organizing data, reports, photos and other forms of program documentation.
- Work with Manager to coordinate facility and grounds maintenance, including but not limited to volunteer work parties
- Coordinate maintenance work for MSHI vehicle based at the Science and Learning Center

Leadership: [10% all seasons]

- Assist with outreach, application review, interviewing, and onboarding of seasonal education, foodservice, and custodial staff
- Co-develop and implement trainings for seasonal staff, volunteers, and K-12 teachers

- Mentor and support seasonal staff
- Represent the Mount St. Helens Institute at workshops, conferences and partnership meetings.
- Work with Manager and Program Director to compile reports, and develop and evaluate programs
- Actively participate in strategic planning and implement change in program areas to support [MSHI's Strategic Plan](#)
- Lead or collaborate with other MSHI staff and partners on new and existing initiatives

Curriculum Development: [10 % all seasons]

- Work with Manager to evaluate and develop high-quality educational in-person and virtual resources for K-12 age groups.

Marketing and Outreach [5% all seasons]

- Assist with generating content to market programs including website pages, writing newsletter articles about programs, contributing to and editing writing generated by other staff about programs
- 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.
- Proficiency with Google Workspace and willingness to learn
- Have excellent attention to detail, work ethic, time-management, organizational and planning skills.
- Working knowledge of natural science, such as ecology, geology or other similar field relevant to Mount St. Helens or willingness to learn
- Demonstrated ability to work collaboratively with people of diverse backgrounds, ages and cultures, to navigate difficult conversations, resolve conflicts and build trust in others
- Excellent communication skills including public speaking and writing and editing.
- Willingness to be flexible to changing hours, pressures and deadlines, and an evolving organization
- First aid, CPR, and epinephrine (or higher such as Wilderness First Responder) certification or willingness to obtain.
- 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

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

WORKING HOURS:

- This is a full-time position with some weeks exceeding 40 hours.

- During the mid-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.
- 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: This position will work at various sites and locations around the MSHNVM and will be permitted to telework.

From mid-April through the end of October, the Coordinator will work ~3-5 days/week at the [Mount St. Helens Science and Learning Center](#). The Science and Learning Center is in a remote location 43 miles east of Castle Rock, WA. It is approximately a 2-hour drive from Vancouver, WA and Portland, OR. Seasonal housing at the Science and Learning Center will be provided and is in a space shared with several other staff, including sharing a bedroom.

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 mid-April. Technically, this position is based at the [Mount St. Helens Institute office](#) in Amboy, Washington. Amboy is a rural community approximately 40-60 minutes from Vancouver/Portland. Occasional work and meetings will be held at the Amboy office.

Additional work is outdoors throughout the Monument under a wide range of weather conditions. [Youth Winter Adventures](#) (generally occurring in February and March) take place at locations on the south side of Mount St. Helens near Ape Cave. Extensive single-day and overnight travel around southwest Washington to other program locations may be required in a personal vehicle with mileage reimbursement.

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:

Email the following items to apply@mshinstitute.org before March 1, 2023 11:59PM Pacific.

- Subject Line: "Last Name, First Name - Youth Education & Rental Programs Coordinator"
- 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.