



## MOUNT ST. HELENS INSTITUTE

### Assistant Guide

**Position:** Assistant Guide | Part Time | Seasonal  
**Compensation:** \$14.00/hour  
**Term of Employment:** June 5, 2021 – September 19, 2021 (some flexibility). Not to exceed 200 hours. This is a part-time, non-exempt, temporary seasonal position.  
**Closing Date:** April 4, 2021

#### SUMMARY:

This exciting outdoor position will gain experience in working with a non-profit - Mount St. Helens Institute (MSHI). As an Assistant Guide, this position will assist with guided climbs and hikes around Mount St. Helens and support outdoor program logistics. The 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 hiking) *and* sharing accurate information about Mount St. Helens' landscape, geology, ecology, and trails. The typical schedule will be one or two 10+ hour days on the weekend with some flexibility required. Some weekday work may be available as well. Some overnight camping will be required. See guided program adventures [here](#).

#### DUTIES AND RESPONSIBILITIES:

- Prepare materials (paperwork, supplies) before trips
- Greet clients and provide introduction to the climb
- Provide engaging and accurate natural history talks on the trail
- Collaborate with Lead Guides and Volunteers
- Assist with medical situations
- Assist with managing group dynamics
- Conduct follow-up emails and communication with clients
- Follow and enforce risk and COVID safety protocols
- 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
- First aid and CPR (or higher) valid through September 19, 2021, or willing to obtain
- Have a valid driver's license with an acceptable driving record for the past three years
- A reliable personal vehicle

#### IDEAL CANDIDATE WILL:

- Be a thoughtful, diplomatic communicator with the ability to work collaboratively, navigate difficult conversation, resolve conflicts and build trust and confidence in others.
- Be able to think critically and solve problems.
- Have excellent time-management, organizational and planning skills.
- Be able to inspire staff and volunteers.
- Be flexible to changing hours, pressures and deadlines, and an evolving organization.
- Demonstrate cultural competency.

**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. The Assistant Guide must possess a valid driving license.

**WORKING HOURS:** This is a part-time position with mandatory paid trainings. The typical schedule will be one or two 10+ hour days on the weekend with flexibility required. Some days will be longer than 10 hours and guides may be need to camp overnight without pay. Some weekday work may be available as well. The schedule will vary based on program dates but the schedule will be announced at minimum of 2 weeks in advance. Most trips are on the weekends, though some weekday work will may be required.

**LOCATION:** The 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.

**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. We are not a guiding company and first and foremost are committed to providing educational outdoor exploration experiences.

**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](#).

**Note:** Guides are expected to work all assigned days unless specific days off are approved prior to employment. Employment is contingent on Washington State Department of Health requirements for outdoor programming. MSHI is committed to providing a safe experience for staff, volunteers and clients. Staff must follow MSHI safety protocol. MSHI will provide training in: routes, safety and risk management practices, logistics and natural history.

## **TO APPLY:**

Email the following items to [apply@mshinstitute.org](mailto:apply@mshinstitute.org) before April 4<sup>th</sup>, 2021 11:59 PM.

- Subject Line: "Last Name, First 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 *(subject to change):*

**Key:** *ITCH* – Into the Crater Hike. *GOH* – Glacier Overlook Hike. *CSAV* – field camp rental.

Today	<	>	June 2021	🔍	?	⚙️	Month ▾	⋮	Google
SUN 30	MON 31 Memorial Day	TUE Jun 1	WED 2	THU 3	FRI 4	SAT 5 Guide Staff Training			
6 Guide Staff Training	7	8	9	10	11	12 Mountain Steward Trainin			
13 Mountain Steward Trainin	14	15	16	17	18	19 Summit Climb Juneteenth			
20 Summit Climb Father's Day	21	22	23	24	25	26 Eruption Hike Summit Climb			
27 Summit Climb	28	29	30	Jul 1	2	3 Summit Climb			

Today	<	>	July 2021	🔍	?	⚙️	Month ▾	⋮	Google
SUN 27 Summit Climb	MON 28	TUE 29	WED 30	THU Jul 1	FRI 2	SAT 3 Summit Climb			
4 Summit Climb Independence Day	5 Independence Day observ	6	7	8	9 Field Camp Set-Up	10 ITCH Training GOH Training Summit Climb			
11 ITCH Training Summit Climb	12	13	14	15	16 ITCH	17 GOH Summit Climb			
18 ITCH Eruption Hike Summit Climb	19	20	21	22	23 ITCH	24 GOH Summit Climb			
25 ITCH Summit Climb w/ Geo	26	27	28	29	30 ITCH	31 GOH Summit Climb			

Today	<	>	August 2021	Q	?	⚙	Month ▾	⋮	Google
SUN Aug 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7			
ITCH Summit Climb						CSAV GOH Summit Climb w/ Geo			
8	9	10	11	12	13	14			
CSAV Summit Climb					ITCH	GOH Summit Climb			
15	16	17	18	19	20	21			
ITCH Summit Climb					ITCH	GOH Summit Climb			
22	23	24	25	26	27	28			
ITCH Summit Climb					ITCH	Eruption Hike Summit Climb			
29	30	31	Sep 1	2	3	4			
ITCH Summit Climb w/ Geo					ITCH	Summit Climb			

Today	<	>	September 2021	Q	?	⚙	Month ▾	⋮	Google
SUN 29	MON 30	TUE 31	WED Sep 1	THU 2	FRI 3	SAT 4			
ITCH Summit Climb w/ Geo					ITCH	Summit Climb			
5	6	7	8	9	10	11			
ITCH Summit Climb	Labor Day					Summit Climb			
12	13	14	15	16	17	18			
Summit Climb						Summit Climb			
19	20	21	22	23	24	25			
Summit Climb						Mushroom Foraging			
26	27	28	29	30	Oct 1	2			
						Mushroom Foraging			