



## Seasonal Educator MOUNT ST. HELENS INSTITUTE

<b>Position:</b>	Educator   Seasonal
<b>Compensation:</b>	\$20.88/hour. Starting rate is \$20.88/ hour with a mid-season wage increase possible based on performance. Seasonal Educators that work until October 31, 2024 will receive a \$500 End of Season Completion Bonus. Mileage reimbursement may be available for offsite work related travel.
<b>Term of Employment:</b>	Hourly; non-exempt; temporary; seasonal: 40 hours/week April - October. From April - end of June: M-F schedule. Summers and fall: weekend and overnight work required. Overtime pay is 1.5x base pay and will occasionally be required.
<b>Closing Date:</b>	Applications evaluated starting Feb. 1 and will remain open until filled.
<b>Start Date:</b>	April 1, 2024 - Oct. 30, 2024.

### ARE YOU:

- Passionate about youth education, geology, ecology, and the outdoors?
- Excited to work as part of a small team facilitating memorable learning experiences?
- Interested in spending a season living and working near the beautiful Mount St. Helens volcano with access to hikes with breathtaking views such as the [Boundary Trail](#) and [Coldwater Lake](#)?
- Looking to build your resume with a multifaceted seasonal position at a growing nonprofit?
- Able to be flexible and willing to step in and support when needed?

**SUMMARY:** The Mount St. Helens Institute Seasonal Educators facilitate meaningful experiences for our guests, including leading hikes and other educational activities, helping students build confidence and a sense of belonging in the outdoors, and sharing their enthusiasm for Mount St. Helens with our guests.

During the school season from April - June and September - November we serve elementary to high school aged youth for day and overnight field trips. The size of school groups ranges from small groups of 15 people to upwards of 60 people. Summer events hosted by Mount St. Helens Institute (including Family Adventure Camp, Sky & Star Party and Base Camp) are capped at 75 participants. Other programs include GeoGirls (a youth weeklong summer camp), youth groups and other camps. MSHI works to maintain the desired ratio of 1:15 for staff/volunteers to students. Our rental programs and summer events serve people of all ages. We host multiple community events including but not limited to seasonal foraging event series with the Cowlitz Indian Tribe, summer Family Adventure Camps, summer Sky & Star Party, GeoGirls youth summer camp, multiple backcountry running events, and more!

Seasonal Educators will work with a small group of individuals under the direction of the Youth Education & Rental Programs Manager and with the support of the Youth Education & Rental Programs Coordinator. Because we operate in a remote location, we seek applicants who are motivated and self directed.

Read about [our education programs](#) and our facility, the [Mount St. Helens Science & Learning Center](#).

*One to four positions will be available.*

### RESPONSIBILITIES:

#### **Implementation: Education Programs, Family Camps & Events (~70% of time)**

- Meet the MSHI mission to help students & other program participants “SEE” Mount St. Helens through “Science, Education & Exploration” during in person programs.

- Collaborate with the education team to plan, prepare for, and implement programs and activities to best meet the groups' goals and needs.
- Complete training about geology & ecology of Mount St. Helens to build foundational knowledge for leading educational activities & programs.
- Maintain a safe, friendly and inclusive learning environment for all.
- Lead & co-lead place based geology & ecology activities and interpretive hikes as part of the Mount St. Helens Institute curriculum. Read more about [activities on our Volcano Outdoor School website](#).
- Serve as role model for students, campers and peers: use positive behavior guidance strategies and display maturity, responsibility, flexibility, enthusiasm, and sound judgment.
- Communicate with teachers, group coordinators, and parents during programs in a professional manner.
- Promptly and professionally respond to risks, complaints, and injuries according to risk management protocols.
- Actively and positively contribute to program debrief meetings.
- Participate in general facility cleaning (vacuuming, wiping tables, organizing program supplies) after each program. Other cleaning duties may be assigned throughout the season.

### **General Program Support (~25% of time)**

- Work in a flexible and cooperative manner with all MSHI and partner staff and volunteers.
- Follow risk management policies and participate in incident responses as required.
- Maintain inventory and organize program supplies; repair program supplies & gear as needed.
- Support kitchen staff & food service operations during overnight programs which include food service. This includes but is not limited to assisting with meal preparation, food service, meal cleanup & group management during meals.
- File waivers, evaluations and other program documentation in a timely manner.
- Work overnight on-call in shifts throughout the season (nightly flat rate compensation provided; program participants receive a phone number for contact).
- Support the ongoing development of the MSHI education curriculum.
- Occasional participation in Marketing and Development projects: photography, blog posts, etc
- Drive vehicles to get to locations for MSHI activities and guided hikes, including occasionally driving personal vehicles.
  - The majority of program locations are within a 5 mile radius of the [Mount St. Helens Science and Learning Center](#) and nearby staff housing.
  - Occasional travel to the nearby Washington State Park at Seaquest may be required.
  - Mileage reimbursement may be available if MSHI vehicles are not available.

### **Implementation: Rentals & Events (~5% of time)**

- Provide site tours, expectations and facility use instructions to day & overnight rental groups
- Support events with tasks such as event setup, cleanup and leading activities
- Deliver excellent customer service to guests during their stay
- Work with a wide variety of ages from infants and toddlers to retirees in our mixed age programs

As a small non-profit, we all wear many, many hats. Expect to take on many different roles throughout the year! Other duties may be assigned.

### **QUALIFICATIONS:**

- Demonstrated 1+ year experience teaching and leading outdoor, science-based education programs for youth, such as at a camp or education center;
- Demonstrate personal and professional commitment to equity, inclusion and cultural competency;
- Knowledge of [Leave No Trace](#) practices and environmental awareness;
- Working knowledge of place based natural history focused on geology & ecology;
- Excellent communication skills including public speaking, group facilitation, and writing;

- Demonstrated computer competency including use of Google Suite, Google Calendar & Gmail, to take photos and videos and upload with timeliness, etc.;
- Enthusiasm for the [mission of the Mount St. Helens Institute](#);
- Be able to work effectively with minimal supervision.
- Be willing to be coached and open to feedback;
- First aid and CPR (or higher) certification or willingness to obtain before beginning position;
- Have a valid driver's license with an acceptable driving record for the past three years;

**ABILITIES:**

- Ability to frequently travel 3 miles on trails while carrying program gear (first aid kits, extra water, etc.) ~ 10 pounds of weight.
- Some days will require office and computer work for 8 hours.
- Some days will require more than 10 hours per day while standing and walking.
- Ability to occasionally move heavy objects (up to 30 lbs), such as bins containing program gear or bulk food in our kitchen.
- Ability to live in a remote location that is 30 miles from a gas station and 45 miles from the nearest city with grocery store, medical services, etc. This requires appropriate planning.
- While a personal vehicle is not required for this job, we recommend having a reliable vehicle that can maintain driving back and forth to the mountain many times throughout the season for personal trips, personal groceries and other personal needs.
- Work will frequently be conducted outdoors in a variety of weather conditions and terrain including rain, snow and sun. Please note: some outdoor gear for staff including rain jackets, rain pants, backpacks and other gear is available to borrow on request.

**WORKING HOURS:** This is a temporary seasonal position. The work schedule will vary based on the program schedule; the schedule is final at least 2 weeks in advance. The majority of the schedule for the year will be provided at the start of the season. On occasion work weeks may be either shorter or longer than 40 hours; on average, the Seasonal Educator will work 40 hours/week. Nonexempt employees may be approved for overtime compensation at the rate of one-and-one-half (1½) times their regular hourly base-pay for all hours over 40 actually worked in a single workweek (Monday-Sunday). Some days will be longer than 10 hours. Evening work, overnight on call shifts, and weekend work will be required.

**TRAINING:** This position will include 2 weeks of paid training in advance of the start of the spring school season. Training will include:

- Presentations by guest experts in geology & ecology and about instructional strategies
- Practice leading educational activities with staff team before leading with youth groups
- Shadowing activities & program flow
- Access to online resources for learning including recorded lecture series about Mount St. Helens

Additionally, MSHI will host several all staff training days throughout the season as training for summer events, fall specialty programs and more.

**LOCATION & HOUSING:** This position is based full time at the [Mount St. Helens Science and Learning Center](#) on the northwest side of Mount St. Helens.

- The [Mount St. Helens Science and Learning Center](#) is located 40 miles east of the small quaint town of Castle Rock, WA; approximately a 2-hours from Vancouver, WA and Portland, OR.
- Wifi is available at the Science & Learning Center and at staff housing. Cell phone reception is not available at either of these locations.
- Low rent housing is available a short walking distance from the Science and Learning Center with shared rooms and bathrooms; housing is shared between MSHI and US Forest Service employees. [Please view this document for photos and descriptions of our housing and facility.](#)
- Travel around Mount St. Helens and neighboring communities may be required on occasion.

**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](#) (MSHI) 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**

Please send the following items to [apply@mshinstitute.org](mailto:apply@mshinstitute.org) with the following information by February 1, 2024 for priority review. The position will remain open until filled.

- Email subject line: **Seasonal Educator**
- Cover Letter: titled with the following format “**Last Name First Name Cover Letter**”
- Resume: titled with the following format “**Last Name First Name Resume**”

*If you would like to apply for other MSHI positions, please send separate emails with application materials and include the job title in the subject line. Review all available positions on [our career site](#). One email application per job title sent to [apply@mshinstitute.org](mailto:apply@mshinstitute.org).*