

p:ear

Wilderness Recreation Program Coordinator Job Announcement

TO APPLY: Please send resume and answers as PDFs to the questions in lieu of a cover letter to jobs@pearmentor.org with “Wilderness Recreation Program Coordinator” in the subject line. The job will remain open until full. Email only, no phone calls, please – phone calls will not be returned.

1. How will you use p:ears equity statement (see below) to further advance equity within the Wilderness Recreation Program Coordinator position? Please provide specific examples.
2. Describe your experience leading and coordinating wilderness recreation programs. Please provide examples.

p:ear builds positive relationships with homeless and transitional youth through education, art and recreation to affirm personal worth and create more meaningful and healthier lives.

EQUITY AND INCLUSION

We believe in the young people at p:ear and in their unique, creative and powerful place in our community. In order to help youth live healthy and meaningful lives, p:ear must combat the structural and institutional systems and personal attitudes and behaviors that exist to create and perpetuate racial, social, economic inequities in our community.

p:ear respects and celebrates the diversity, creativity and strength of the p:ear community. Equity and inclusion are a priority across all parts of our organization from programs to administration to personal development. We commit to creating a culture of inclusion, self-reflection, and personal growth. We are committed to using our time and resources to help identify and eliminate disparities based on identity and to promote equitable and inclusive access to our programs. We do this work so we can live in a world where everyone has the opportunity to thrive.

p:ear is building dynamic relationships based on this understanding. Equity means examining our weaknesses and identifying disparities where they arise. It means aligning with needs and redistributing resources. Equity at p:ear means a thoughtful approach and compassionate action, which includes advocacy in the community and equity edu

cation in all areas that p:ear touches and beyond.

Because p:ear is deeply rooted in compassion – which we define as a relational act of understanding another’s experience while providing a safe space – we commit to deep, program-wide and viscerally equitable practices for homeless and vulnerable youth as they access our programs. We call this love.

POSITION TITLE: Wilderness Recreation Coordinator

1 FTE: 8am – 4pm Requires occasional evenings and weekends

COMPENSATION: \$55,000. Benefits include generous paid vacation, eight sick days, 100% paid health + dental, 2% simple IRA match, short-term and long-term disability, life insurance

POSITION DESCRIPTION

Wilderness Recreation Program Coordinator will serve as a positive adult role model for youth accessing p:ear, with an emphasis on respect and commitment, and will be active in contributing to daily operations and routines of the program. 75% of the Wilderness Rec Coordinator’s time will be spent working directly with youth, 25% of time will be spent on administrative, organization and housekeeping tasks. This position requires proof of COVID 19 vaccination (two shots + booster), and 3 days a week of direct service with youth and staff on the floor during open hours of Safe Space operations, while simultaneously balancing daily administrative duties.

The Wilderness Recreation Program Coordinator will work collaboratively with all staff, and reports directly to the Program Director.

REQUIRED QUALIFICATIONS / COMPETENCIES

- Experience building trusting, healthy relationships with young people
- Commitment to advancing equity and inclusion and creating and maintaining a diverse environment
- Excellent interpersonal skills. Must be a positive and strong role model, have a collaborative, team-oriented work style, and strong strategic and problem-solving skills
- Committed to non-violence and compassionate responses
- Cultural Competence: Awareness of one’s own cultural identity, an understanding of difference and an excitement about building relationships cross-culturally
- Ability to learn and build on the varying cultural and community norms of p:ear youth and the p:ear community
- Strong written, oral and online communication skills
- Committed to personal growth

- Desire to grow the program to meet the needs of our diverse population
- Self-initiating, independent and highly motivated
- Comfortable working with minimal supervision in a deadline-oriented environment
- Capacity to thrive amidst chaos, juggle competing priorities and responsibilities, and work calmly in a fast paced and stressful environment
- Able to work occasional nights, weekends, and holidays

ESSENTIAL DUTIES / RESPONSIBILITIES

Safe Space Support:

- Staff Safe Space operations 3 of the 4 days open
- Create a safe, supportive and structured environment
- Develop healthy, mentoring relationships with youth
- Support program unity by participating in a team approach when providing services
- Support onboarding and mentoring of new staff members
- Participate in daily scheduled activities and projects
- Together with other staff, prepare the facility each morning, clean and organize at end of work day
- Aid in taking in and organizing all incoming donations
- Work with other staff to support the general needs of the program and seek interdisciplinary opportunities for learning
- Assist with intakes and data entry for p:ear participants, including youth and volunteer attendance for daily open hours and activities such as workshops and field trips happening in and out of p:ear

Wilderness Recreation:

- Administers a varied program through a number of outdoor activities such as hiking/backpacking, climbing, cycling, cross-country skiing and snowshoeing
- Provides leadership and performs organizational duties to assure the successful operation of this program and p:ear's mission
- Experience leading groups into a wilderness setting. Experience with hiking, backpacking, climbing, cross-country skiing, snowshoeing and cycling (while multiple disciplines are necessary, we are open to what those might be)
- Conducts activity programming, volunteer recruitment, training, and budget development
- Develop, promote, administer, implement and evaluate all aspects of p:ear's Wilderness Recreation program (Trips, Workshops and Classes)

- Responsible for the maintenance and procurement of all equipment, including purchases, repairs and storage
- Coordinates the scheduling of resource people/volunteers for supervision, instruction and mentoring
- Thorough understanding of risk management policy and procedure in outdoor recreation/pursuits
- Prepared to deal with injuries and accidents as a result of recreational activities
- Maintains all partner affiliations, licenses and fees associated within the industry
- Work with other programming staff and Program Director to develop new programming and/or expansion of existing activities

SPECIAL QUALIFICATIONS & CONDITIONS

- Expertise in multiple programming outdoor recreation activities
- Strong appreciation of the natural environment, an eagerness to share their passion and the principles of Leave No Trace with others
- Carries a strong sense of responsibility that recognizes the challenges and dangers of many of the activities of this program
- Work in a number of outdoor locations while managing a number of people and projects at one time
- Carries a current WFR certification or equivalent or willing to get one within the first 6 months of being hired
- Ability to safely drive a 12 passenger van + trailer

Application Guidelines / Contact

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Work Environment

This job operates in an often chaotic, loud environment. This role routinely uses standard (kitchen and) office equipment such as stoves, commercial dishwashers, microwaves, refrigerators, freezers, computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.

AAP/EEO Statement

It is the policy of p:ear to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, p:ear will provide reasonable accommodations for qualified individuals with disabilities.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.