North Tahoe Program Coordinator Job Announcement

MISSION: The mission of Adventure Risk Challenge (ARC) is to empower underserved youth through integrated leadership, literacy, and wilderness experiences.

LOCATION: North Tahoe & Truckee, CA

APPLICATION DEADLINE: We will be reviewing applications on a rolling basis. The application deadline is May 15, 2020.

POSITION: Adventure Risk Challenge is hiring a Program Coordinator to organize and implement year-round youth programming in the North Tahoe region. This position will begin in mid-August.

ARC combines academics (English, reading, writing, public speaking, and environmental science) with adventure education programming. Originally based on a New York City Outward Bound Center leadership and literacy program, ARC targets youth in rural communities who lack access to extra-curricular academic enrichment and outdoor adventure experiences. ARC’s core values for staff and students are determination, compassion, growth, and service.

DESCRIPTION:

In-School Program Implementation

- Collaborate with schools to identify two cohorts of high school students within Tahoe Truckee Unified School District (TTUSD) for the ARC Community Leadership Program (CLP)
- Plan and facilitate weekly or monthly meetings for all CLP cohorts, including a cohort of summer and CLP graduates, from September through May, implementing ARC curriculum in conjunction with a co-facilitator
- Meet individually with participants from September through May to support their academic and personal growth
- Create a safe space for participants to learn about themselves and develop as leaders
- Develop and maintain relationships with participant families, often communicating with them in Spanish
- Strengthen relationships with school administrators and staff to continue building support for the program
- Monitor program objectives and evaluate and track student participation
- Ensure all protocol and risk management guidelines are adhered to in all program activities
Academic Year Outdoor Trips
- Implement at least two outdoor experiences for each cohort per semester, including trip planning, gear and food preparation, risk management decision-making, and debriefing

Summer Course Recruitment
- Work in coordination with TTUSD staff to recruit and select ARC summer course applicants, including introducing ARC to new youth and their families
- Participate in the planning process and, in partnership with ARC Program Manager, facilitate one ARC weekend orientation in May for Tahoe youth

Summer Course Instruction
- Work as the Environmental Science, English, or Leadership Instructor, or Course Director (based on expertise) during ARC’s Tahoe Summer Immersion Course

Community Engagement
- Attend monthly youth development and nonprofit community meetings as an ARC representative
- Strategically involve community partners and ARC summer participants and families in program updates, programming, and events
- Coordinate summer course volunteer involvement before and during the course

Administrative & Additional Tasks
- Assist Executive and Associate Directors with special events and fund development activities
- Report site finances on expense report and stay within assigned programming budget
- Provide material for ARC’s social media posts, in collaboration with Associate Director
- Keep ARC databases organized and updated with current information
- Participate in Board-level committee meetings and work as needed

QUALIFICATIONS: No single qualification is required, but selection for hire will be determined based on preferred qualifications, which include:

Youth Development Experience
- Experience running youth programming, including developing cooperative relationships with youth participants, parents, co-workers, and community partners
- Experience teaching in a traditional or non-traditional setting
- Experience using a strengths-based approach for youth development

Collaboration and Communication Skills
- Capacity to manage a flexible work schedule, to work independently, and to collaborate with a diverse staff team
- Enthusiasm and a strong work ethic
- Fluency in Spanish, both in writing and in speaking
- Excellent organizational skills and written and verbal communication skills
- Prior professional experience using Microsoft Office and Google Applications
Outdoor Skills
- Experience leading backpacking trips for youth
- Current WFR and CPR certification

COMPENSATION: Pay is $20/hour. This employee works 4-day work weeks during the academic year on weeks without weekend excursions. During the summer, work is based on ARC’s summer course schedule. With overtime, we anticipate the Program Coordinator will earn approximately $42,000 per year. ARC offers a generous benefits package, including multiple weeks of paid vacation (which increases over time), paid sick leave, ten paid holidays, and excellent health and dental insurance coverage.

TO APPLY: Please e-mail your resume and a cover letter answering the questions below to Will Fassett, will@adventureriskchallenge.org. For more information about our program, please visit our website, www.adventureriskchallenge.org.

1) What are your strengths as a teacher in the classroom, as a leader in the backcountry, and as a mentor working with youth? What skills are you interested in developing?
2) Tell us about your experiences with youth development and/or community development.
3) Describe your comfort level and experience with self-directed, autonomous work.
4) Describe your comfort level and experience with seasons of rigorous work.
5) Why do you specifically want to work for ARC?