

Environmental Traveling Companions (ETC) Youth LEAD Program Summer Internship: Job Description



Job title: Youth LEAD Program Summer Intern

Reports to: Youth LEAD Program Manager

Job Classification: Seasonal

Organization & Program Description:

Environmental Traveling Companions (ETC) is a nonprofit, volunteer-based organization that makes the joy and challenge of outdoor adventures accessible to people with all abilities and under-represented youth, inspiring self-confidence, connection to nature, and community-based environmental stewardship. Since 1972, ETC has served over 105,000 participants in our accessible Sea Kayaking, Whitewater Rafting, Cross Country Skiing and Youth LEAD Programs.

The Youth LEAD (Leadership, Environment, Adventure, and Diversity) Program (YLP) is one of ETC's four main programs. This program provides life-changing outdoor experiences for youth from diverse cultural and economic backgrounds, focusing on technical outdoor skills, environmental education, and leadership development. The YLP 14-to-21-day courses incorporate multiple outdoor activities to expose students to an array of experiences, challenges, and personal growth opportunities. Students experience sea kayaking, backpacking, and white water rafting to learn about themselves, their community of peers, and CA natural history through lessons, storytelling, and adventure.

Job Responsibilities:

During the 2022 summer months, the Youth LEAD Program Summer Intern will work closely and collaboratively with the Youth LEAD Program Manager and Youth LEAD Program Associate by providing administrative and field support for five YLP Summer Courses. The job responsibilities include:

- Gain familiarity with ETC, the Youth LEAD Program, and the populations & organizations that ETC works closely with
- Learn ETC environmental/leadership curriculum and deliver focused activities in the field with students & families, partners, and instructors
- Support Youth LEAD field instructors and staff with logistical assistance during the 5-day Instructor Training and YLP Summer Courses; tasks may include preparing, cleaning, and organizing gear and equipment, completing menu preparation, food buys, packing and unloading vans, etc.
- Assist in summer course participant registration process, including tracking progress with partner agencies, and managing youth applications via online databases
- Assist facilitation of post-course feedback, course evaluations and student assessments with field instructor teams
- Create engaging activities and lessons to be incorporated into course manuals and student journals
- Responsibly handle and care for all ETC gear and equipment
- In the beginning of the summer season, the Summer Intern and YLP Program Manager will discuss personal goals for the internship, with the intention of incorporating a focus and/or leadership project for the duration of the experience
- Other Duties as assigned

Qualifications:

- Age: **18+**
- Interest and enthusiasm for sharing youth outdoor adventure programs with people of all abilities and backgrounds
- Passion for environmental education and natural history (specifically in the Bay Area, i.e., Tomales Bay/San Francisco Bay) and interest in developing outdoor science materials for educational lessons

- Interest leading diversity and inclusion activities and/or facilitating programs with racially and socioeconomically diverse groups of youth (14-18)
- Interest in streamlining logistical program systems for summer outdoor courses - gear, food, student journals, food buys, etc.
- Ability to communicate positively, value feedback, and excel in a strong team-oriented environment
- Demonstrates the ability to work independently with organizational skills and attention to detail
- Open to learning about oneself and celebrating different leadership styles; celebrates individual uniqueness with goal of creating inclusive, safe spaces
- If identified with a socially dominant group (white, wealthy, heterosexual, cis gender, etc): is committed to examining personal power and privilege and self-education about power dynamics
- Flexibility with work schedule (workdays may include weekends and evenings/early mornings)
- Hiring is dependent on a criminal background check

Preferred Skills:

- Ability to speak Spanish
- Experience sea kayaking, backpacking, and/or whitewater rafting
- Current first aid/CPR certifications (WFA/WAFA/WFR *preferred*)
- A current driver's license with two years driving experience and clean driving record; for program assistance with transporting course materials

Transportation: The YLP Summer Intern must be able to provide own transportation to and from the ETC office in San Francisco, and potentially other locations in the Bay Area.

COVID-19 Statement: ETC requires all staff to be fully vaccinated, unless there is a health-related issue in which case we ask that they provide a recent negative test before attending in-person events. This requirement is also required of ETC instructors, guides, and YLP participants.

Dates of Employment:

- Start date: Late May/Early June (flexible)
- End date: Late August (flexible)
- Schedule:
 - 3-4 days/week (around 25-30 hours/week)
 - Some weekends, evenings, and early mornings; During the summer months, the YLP Summer Intern should expect to work 3 to 4 days per week, with the work schedule dependent on YLP course dates. The work schedule will be established by the YLP Program Manager, in collaboration with the Summer Intern, before the summer season.

Compensation and Benefits: \$950/month stipend; access to ETC pro-deals, participation in the Youth LEAD Program 5-day Instructor Training (June 6-10) and optional Inclusion Training (May 14-15), use of YLP gear & equipment, progression of leadership skills and knowledge of hands-on managing, facilitating, and guiding of outdoor programs; access to future ETC opportunities

Application Deadline: Open until filled

We strongly encourage people of color and individuals identifying as LGBTQI to apply for this position.

How to Apply: Thank you for your interest! Please send a resume and cover letter detailing your qualifications and related experience to Amy Yoger at ylp@etctrips.org. If you have any questions about the position, please email ylp@etctrips.org or call 415-474-7662 x16.