

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



Job title: Youth LEAD Program Associate
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:

The Youth LEAD Program Associate will work closely and collaboratively with ETC's Youth LEAD Program Manager and will be responsible for providing administrative and field support for five YLP outdoor summer courses in 2022. The job responsibilities include:

- Organizing administrative trip logistics and schedules, including but not limited to conducting student interviews, onboarding student applicants, preparing course materials, and communicating with agency partners
- Preparing course menus in addition to food and gear purchasing, organizing, and cleaning
- Safely transporting participants, staff, and volunteers when needed
- Co-facilitate the 5-day YLP Instructor Training, pre-trip student orientation meetings, course start days, and student graduation ceremonies.
- Supporting Field Instructor teams in pre/post course activities and during course field activities on food/gear resupply days
- Facilitate post-course feedback, course evaluations and student assessments with Field Instructor teams
- Learn ETC environmental/leadership curriculum and deliver focused activities in the field with students & families/guardians, partners, and instructors
- Participate and engage in YLP Fellowship meetings and activities; provide positive support and guidance for the Youth LEAD Fellows, aspiring leaders in the outdoor industry (March-May)
- Serve as a positive, authentic, and encouraging role model for participants, Instructors, and co-workers.
- Instruct technical and interpersonal skills to encourage participant and staff leadership growth and personal development
- Safely manage and supervise all activities according to ETC operating policies, protocols, and procedures
- The YLP Program Associate will receive training on ETC specific policies and procedures and may be asked to share *on-call* tasks for courses, as needed throughout the summer

Qualifications & Requirements:

- Age requirement: **21+**
- Current **Wilderness First Aid (WFA) Certification or higher** before summer begins; **Wilderness First Responder** certification highly preferred
- Hiring is dependent on criminal background check and DMV driver background check
 - **Must have clean driving record**
 - **Must have 2+ years licensed driving experience**
- Previous field experience leading outdoor/adventure education programs, fostering environmental curiosity, excitement, and stewardship
- Previous experience 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 - gear, food, student journals, food buys, etc.
- Ability to communicate positively, value feedback, and excel in a strong team-oriented environment
- Demonstrate professionalism, strong organizational skills, and attention to detail
- Flexibility with work schedule (workdays may include weekends and evenings/early mornings)
- Open to different leadership styles and collaboration; 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
- Ability to speak Spanish (*preferred*)
- Experience as a sea kayak, backpack, and/or raft guide (*preferred*)

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 mandatory for ETC instructors, guides, and YLP participants.

Dates of Employment:

- Start date: Mid-March (flexible)
- End date: August 31, 2022
 - 3-days/week: March-April
 - 5-days/week: May 1- August 31
 - Some weekends, evenings, and early mornings; During the summer months, the YLP Program Associate should expect to work 5-days per week, with the work schedule dependent on YLP course dates. The work schedule will be established by the YLP Program Manager before the summer season in collaboration with the YLP Program Associate.
- **Potential to lead one multi-week YLP Summer Course during the summer season.** Please click [HERE](#) to view our YLP Field Instructor Job Description and summer course dates.

Compensation & Benefits: \$140/day - \$150/day, depending on experience. Participation in the Youth LEAD Program 5-day Instructor Training (June 6-10) and *optional* ETC Inclusion Training (May 14-15, 2022)

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.