



Environmental Traveling Companions (ETC) Youth LEAD Program Associate

Job title: Youth LEAD Program Associate
Reports to: Youth LEAD Program Manager

Organization & Program Description:

Environmental Traveling Companions (ETC) is a volunteer-based nonprofit providing the joy and challenge of outdoor adventures to people with all abilities and from all backgrounds since 1972. We inspire self-confidence, connection to nature, and community-based environmental stewardship through accessible sea kayaking, rafting, and multi-week expeditions for youth from historically marginalized backgrounds.

The Youth LEAD (Leadership, Environment, Adventure, and Diversity) Program (YLP) is one of ETC's three main programs. We provide life-changing outdoor experiences for youth (14–18-year-olds) from diverse cultural and economic backgrounds, focusing on technical outdoor skills, environmental education, socio-emotional growth, and leadership development. Our 14-to-21-day courses incorporate sea kayaking, rafting, and backpacking. Students learn about themselves, their community of peers, natural history, and environmental science through lessons, storytelling, community-building, and adventure in the wilderness. Youth LEAD graduates can also apply to be part of a small Fellowship Cohort (school-year), with opportunities to further develop their skills as outdoor leaders.

Job Responsibilities:

The Youth LEAD Program Associate will work closely and collaboratively with ETC's Youth LEAD Program Manager and Youth LEAD Summer Intern. The Program Associate and YLP Program Manager will discuss personal goals and areas of interest upon hiring.

- ◇ **During the summer**, the Program Associate will be responsible for providing administrative and field support for five YLP outdoor summer courses in 2023. The summer responsibilities include:
 - Create and organize pre-existing field-applicable curriculum pertaining to watersheds, climate, leadership, socio-emotional learning, and indigenous history of the Bay Area with support from Program Manager
 - Organize administrative trip logistics and schedules, including but not limited to onboarding student applicants, preparing course materials, and communicating with agency partners
 - Prepare course menus; help to coordinate and execute food buys with YLP Intern; help to clean, organize, and pack gear; occasionally deliver food resupplies to instructors and students in the field
 - Co-facilitate pre-trip student orientation meetings, course start days, and student graduation ceremonies
 - Support with planning and some facilitation for the 5-day YLP Instructor Training in June
 - Organize post-course feedback, course evaluations and student assessments
 - Occasionally support YLP Intern with gear organization, cleaning, and maintenance
 - Option to deliver focused activities in the field with students and instructors or support during sea kayak skills days
 - Serve as a positive, authentic, and encouraging role model for participants, Instructors, and co-workers.
 - Safely supervise all activities according to ETC operating policies, protocols, and procedures

- ◇ **In the fall**, the Program Associate will help coordinate and facilitate the Youth LEAD Fellowship through November, with support from the Program Manager and ETC Staff. There are also ample, comprehensive Fellowship curriculum and resources from previous years to draw from! The job responsibilities include:

- Plan and lead most weekly evening sessions with Fellows (virtual), with support from Program Manager and other ETC Staff. Topics include: environmental education, personal development, leadership skills, human history, wilderness readiness, environmental stewardship, etc.
- Plan and facilitate most monthly weekend events with Fellows (i.e: rock climbing, camping, educational farm visits, sea kayaking...).
- Build a calendar for the Youth LEAD Fellowship weekly virtual sessions and weekend events
- Provide positive support for the Youth LEAD Fellows, high schoolers who are aspiring leaders in the outdoor industry
- Screen applicants and conduct interviews for potential Youth LEAD Fellows with Program Manager

Qualifications & Requirements:

- Age requirement: **21+**
- Current **Wilderness First Aid (WFA) Certification** encouraged
- 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-year-olds)
- 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: March 2023
- End date: November 2023 (*potential for continued employment*)
- 5-days/week
 - *March – mid-June:* weekdays, 9am-5pm
 - *Mid-June – mid-August:* Some weekends, evenings, and early mornings; 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.
 - *mid-August – November:* Some weekends (at most 1 per month) and evenings (at most 1 per week).
- **Potential to lead one multi-week YLP Summer Course during the summer season, depending on experience.** Please click [HERE](#) to view our YLP Field Instructor Job Description and summer course dates.

Compensation & Benefits: \$3,000 - \$3,600/month, depending on experience. Participation in the Youth LEAD Program 5-day Instructor Training (June 5-9, 2023). Optional participation in ETC Inclusion Training (May 20-21, 2023)

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 Isabela Celedón at ylp@etctrips.org. If you have any questions about the position, please email ylp@etctrips.org or call 415-474-7662 ext.16.