



## Environmental Traveling Companions (ETC) Youth LEAD Office Intern

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**Job title:** Youth LEAD Program Office Intern

**Reports to:** Youth LEAD Program Manager

**Job Classification:** Seasonal, Part Time

### 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 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.

### Job Responsibilities:

During the 2024 summer season, the part-time Office Intern will work closely and collaboratively with the Youth LEAD Program Manager and Youth LEAD Program Coordinator by providing administrative and field support for four YLP Courses. The job responsibilities include:

- Gain familiarity with ETC, the Youth LEAD Program, and the populations & organizations that ETC works closely with
- Provide Youth LEAD field instructors and staff with essential logistical support. These tasks include thorough cleaning and organizing of gear; finalizing menu preparation; executing food buys with Program Coordinator; packing and unloading vans with Instructor team; helping to prepare for graduations and course start days, etc.
- Keep the YLP gear attic organized through the summer and help orient instructors when packing gear
- Assist in participant registration process, including making rosters for each course and tracking student paperwork
- Assist and observe facilitation of Course Start Days and Graduations
- 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
- Option to learn ETC environmental/leadership curriculum and deliver focused activities with students and instructors
- Option to support instructors and students in the field for 1-3 days at a time
- Other duties as assigned

## Qualifications:

- Age: **18+**
- Interest and enthusiasm for sharing youth outdoor adventure programs with people of all abilities and backgrounds
- Ability to communicate positively, value feedback, and excel in a strong team-oriented environment
- Interest in learning about and supporting programs that serve 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.
- 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
- A current driver's license with two years driving experience and clean driving record (for program assistance with transporting course materials like food and gear)

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

## Compensation and Benefits:

We are committed to equitable, transparent compensation and hiring practices. Compensation offers consider a candidate's administrative experience, outdoor gear handling experience, wilderness guiding and/or outdoor education experience, experience working with youth from historically marginalized communities, and previous contact with Youth LEAD programs as an intern, course participant, or Fellow.

- The pay range for this position is \$115-\$130/day
- *Early signing bonus:* \$100 added to your first paycheck if contract signed before February 29<sup>th</sup>, 2024
- *Alumni bonus:* Graduates of a Youth LEAD course are eligible for an additional \$200 to their first Office Intern paycheck
- *Returner bonus:* Returning Office Interns are eligible for an additional \$100 to their first 2024 paycheck
- Seasonal employment with ETC includes access to pro-deals for outdoor gear; 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

## Dates of Employment:

- Start date: May 2024
  - Flexible start date, though ideally the Office Intern would start at or before ETC Inclusion Training Weekend: May 18-19 at ETC River Camp in Lotus, CA (all transportation, food, and camping provided).

- End date: Mid-August 2024 (flexible)
- Schedule: Part-time (12 days/month)
  - Mid-May to early June:
    - Weekdays, 9:30am-5:30pm
  - Early June to mid-August:
    - This is the period when YLP expeditions are in the field. Work days will include some weekends, evenings, and early mornings. Work schedule is dependent on YLP Course dates. The summer work schedule will be established by the YLP Program Manager, in collaboration with the Summer Intern, before the YLP Courses begin.
    - After August 12th, work hours will resume to 9:30 - 5:30 on weekdays.
- **Potential to lead a multi-week YLP Summer Course, depending on experience.** Please click [HERE](#) to view our YLP Field Instructor Job Description and summer course dates.

**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](mailto:ylp@etctrips.org). If you have any questions about the position, please email [ylp@etctrips.org](mailto:ylp@etctrips.org) or call 415-474-7662 x16.