



## Environmental Traveling Companions (ETC) Youth LEAD Fellowship Program Coordinator

---

**Job title:** Youth LEAD Fellowship Program Coordinator

**Reports to:** Youth LEAD Program Manager

**Classification:** Full time exempt (Hybrid)

**Salary:** \$66,600 Annually

### 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 marginalized 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.

Graduates of a YLP Summer course are eligible to apply for the school year Fellowship program. The Fellowship aims to support students in continuing to build their leadership skills and connection to the outdoors through monthly overnight excursions, bi-weekly virtual sessions, and training as Sea Kayak Assistant Guides. The monthly in-person activities take place in the beautiful parks, preserves, and open waters of the greater Bay Area. In addition to leadership skill development, YLP Fellows study the region's marine and coastal ecosystems, the effects of climate change, and Indigenous history of the Bay Area, all while building lasting interpersonal connections with one another and the larger ETC community. After they graduate, Fellows can apply to be a Fellow Field Intern on a YLP Summer Course, acting as a member of the leadership team. The Fellowship program aims to provide opportunities for youth to build the skills needed to become thoughtful community members, budding outdoor guides, and lifelong environmental stewards.

### Position Overview

The Youth LEAD Program Coordinator's main focus is the school year Fellowship Program: Building curriculum and facilitating virtual sessions, planning and facilitating monthly overnight outdoor excursions/site visits, with support from the Youth LEAD Program Manager as outlined below. During the Spring and Summer months, the Program Coordinator will support ETC's Youth LEAD Program Manager with administrative tasks and will also fill the role of a field instructor on one summer course, as well as some additional co-facilitation for the Youth LEAD Summer Programs, as outlined below.

ETC staff have a hybrid schedule working in-person at the office at Fort Mason Center in San Francisco on Tuesdays and Thursdays, with the option to work from home the rest of the week. During the summer, there is higher need for more in office work for the Youth LEAD team. Some weekend work is required for Fellowship overnight trips once per month from September through May, YLP trips and some weekend days during the summer. Schedule varies according to YLP summer course prep, start and graduation dates. Amazing opportunity to connect with youth, help develop their outdoor leadership skills and build community.

### Key Responsibilities

**In the Fall, Winter, and Spring**, the Program Coordinator will take a lead role in the coordination and facilitation of the Youth LEAD Fellowship Program that runs from September through May, with support from the Program Manager and ETC Staff.

- Screen applicants and conduct interviews for potential Youth LEAD Fellows with support from the Program Manager. Select candidates, send acceptances and communicate regularly with Fellows

- Provide positive support for the Youth LEAD Fellows, a group of up to 10 high schoolers who are growing as leaders in the outdoors
- Plan and lead bi-weekly virtual evening sessions with Fellows. Topics include: environmental education, personal development, leadership skills, human history, wilderness readiness, environmental stewardship, and more.
- Plan and lead monthly weekend Fellowship overnight events (i.e: camping, educational farm visits, sea kayaking, rock climbing, ...) with support from the Program Manager
- Communicate and coordinate with partners to provide programming for weekend events (i.e. Slide Ranch, Outward Bound Ropes Course, etc.)
- Build a calendar for the Youth LEAD Fellowship bi-weekly virtual sessions and weekend events
- Safely supervise all activities according to ETC operating policies, protocols, and procedures
- Manage stipends-tracking attendance and payments

### During the Spring/Summer,

- Provide administrative support for up to five YLP outdoor summer courses:
  - Support with summer student application screening
  - Prepare course menus and help to coordinate and execute food buys with YLP intern
  - Support Program Manager during instructor preparation days, course start days, and student graduations
- Serve as Lead or Field instructor on one of ETC's YLP 14 or 21 day courses
- Support with some facilitation of the 5-day YLP Instructor Training in June
- Occasionally support YLP Intern with gear organization, cleaning, and maintenance
- Option to deliver focused activities in the field with students and instructors and support during sea kayak skills days
- Serve as a positive, authentic, and encouraging role model for participants, instructors, and co-workers

### Qualifications & Requirements

- Age requirement: **21+**
- Current **Wilderness First Aid (WFA) Certification**. WFR preferred or willingness to obtain
- 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 executing and streamlining logistical program systems (camping reservations, food buys, gear cleaning/organizing, etc.)
- Ability to communicate clearly and compassionately; engage in giving, receiving, and integrating feedback
- Demonstrate professionalism, strong organizational skills, and attention to detail
- Flexibility with work schedule (workdays will include some 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*)
- Ability to work a flexible work schedule that includes weekends and one full YLP course during summer

### Benefits and Perks

- Hybrid schedule
- Working with amazing people!
- Full medical and dental coverage

- Paid vacation ten days year one, sick days accrue at one day per month, plus 12 paid holidays per year
- Eligible for 403(b) plan with a generous employer contribution of 8%
- Use of ETC sea kayak equipment for personal use
- Opportunities for professional development
- Access to ETC's pro purchase programs with various outdoor equipment manufacturers

**Application Deadline**

- Open until filled, ideal start Mid August 2024

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

ETC is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.

**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 ext.16.