



YOSEMITE  
CONSERVANCY

## Outdoor Programs Coordinator

**Position type:** Full-time (non-exempt), subject to furlough

**Reports to:** Director of Outdoor Programs

**Location:** El Portal, CA / Yosemite National Park

The Outdoor Programs Coordinator is responsible for administrative support of the Outdoor and Custom Adventures program logistics and naturalist guide staff professional development. This role works collaboratively with the Director of Outdoor Programs and the Lead Naturalist to ensure the Conservancy's programs are logistically sound, expertly implemented, and naturalist guides are well trained to deliver top level programming to the park's visitors. In addition to supporting program administration, this role takes leadership in training and oversight of project-based deliverables for naturalist guides.

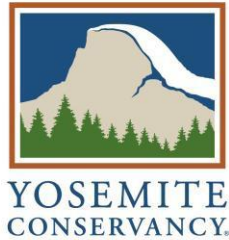
### Who We Are

We're passionate about Yosemite — and about helping all people connect with, learn about, and take care of the park. As a member of the Conservancy team, you'll be making a difference for Yosemite every day. We work together to provide enriching visitor programs and services, and to support projects that protect wildlife, restore trails and habitat, advance scientific research, inspire visitors, and much more.

### What You'll Do

The Outdoor Programs Coordinator reports to the Director of Outdoor Programs and is responsible for the following:

- Supports Outdoor Adventures program logistics with clients and naturalists in concert with Director of Outdoor Programs.
- Orchestrates all program departures.
- Orients all clients to suitable trips and shares park knowledge.
- Designs customized outings, including program concept, guide assignments, and contracting.
- Processes enrollments, sales and related communications with participants.
- Monitors liability release form submission and compliance with risk management procedures.
- Communicates with naturalists in course preparation, distributes participant rosters, course itineraries, and medical forms.
- Screens participants' medical forms.
- Administers participant evaluations and monitors courses for quality and safety.
- Contributes to naturalist curriculum development and ideation of new program offerings.
- Serves as an educational leader and mentor among naturalist staff.
- Works with Lead Naturalist and Director of Outdoor Programs to ensure naturalist professional development, curriculum and content projects, and deliverables are met.
- Collaborates with the marketing team and naturalist guides to enrich digital and print content creation.
- Develops partnerships with underserved groups in the Central Valley to offer enriching programs in park.



## Who You Are / Keys to Success (the must-haves)

To be successful in this job, you will excel in these areas:

### Hard skills:

- Demonstrated ability to implement a range of outdoor programming logistics.
- Strong office administration, computer skills, and ability to work with new software and technology is a must.
- Strong working knowledge of the natural and cultural history of the Sierra Nevada.
- Background in leading people in wilderness settings and teaching outdoors.
- Valid California Driver's license

### Soft skills:

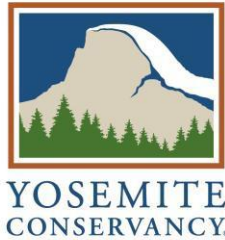
- Committed to continual learning and teaching, to the Conservancy mission, and to advancing a culture of inclusion in the organization and in Yosemite.
- Ability to work independently and in a group setting
- Excellent communication and relationship skills with a variety of internal and external stakeholders.
- Collaborative, creative, and flexible with a sense of humor.
- Able to prioritize and act quickly and thoughtfully on the myriad of logistical challenges that are endemic to working in Yosemite National Park.
- Highly independent, self-starter who displays initiative in taking on new projects.
- Creative thinker and open-minded problem solver with a calm and flexible demeanor.

The following are plusses, but not requirements:

- H.S. diploma required/college degree preferred.
- At least two years of related experience in outdoor program administration.
- Outdoor program risk management experience.

## Working Conditions

- Primarily desk-/computer-based, with regular meetings (in person, or via video or phone).
- Meetings, field observations, and general relationship-building with park-based staff, colleagues, and partners may involve weekend and evening hours and travel on uneven ground.
- Occasional guiding of participants in an outdoor wilderness setting.
- Potential to lift, carry or otherwise move objects weighing up to 30 pounds.



## What Else You Should Know

We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is full-time and based in El Portal, in Yosemite National Park. Working from home a few days a week is possible, but this is primarily an in-person job at the Conservancy offices in El Portal. Housing is NOT available. This position does furlough in the winter season for up to 8 weeks.

The compensation for this position ranges from \$24-\$26/hour, depending on experience.

We also offer excellent benefits, including:

- 11 annual holidays and 2 floating personal days
- 100% paid premiums for employee health insurance
- vision and dental insurance
- basic life insurance
- vacation and sick leave
- retirement program (following one year of employment)
- annual National Parks pass
- and more

## How to Apply

Please send a cover letter and resume in a single PDF file to [aripple@yosemite.org](mailto:aripple@yosemite.org). Deadline for application is January 21, 2022.