



YOSEMITE
CONSERVANCY

Interim Outdoor Programs Coordinator

Position type: Non-Exempt, Seasonal 6-month appointment, March-August

Reports to: Director of Outdoor Programs

Location: Remote position to Yosemite Gateway areas. Must live within an hour of Yosemite. Office space in El Portal, CA.

To cover for several leaves of absence within the Outdoor Adventures team, Yosemite Conservancy is seeking an Interim Outdoor Programs Coordinator. This position is responsible for administrative support of the Outdoor and Custom Adventures program logistics. The Coordinator works collaboratively with the Director of Outdoor Programs to ensure the Conservancy's programs are logistically sound and expertly implemented to deliver top level programming to the park's visitors.

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

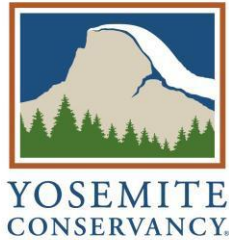
The Outdoor Programs Coordinator reports to the Director of Outdoor Programs and is responsible for the following:

Leads:

- Orchestrates 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.

Supports:

- Supports Outdoor Adventures program logistics with clients and naturalists in concert with Director of Outdoor Programs.
- Assists in overseeing/managing complex staff schedules.
- 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 complex outdoor programming logistics.
- Strong working knowledge of Yosemite National Park trails and destinations.
- Knowledge of natural and cultural history of Yosemite and some guiding experience a plus.
- Strong office administration, computer skills, and ability to work with new software and technology is a must.
- 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:

- High school 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).
- Potential to lift, carry or otherwise move objects weighing up to 30 pounds.



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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, LGBQ people, transgender and gender non-conforming people, and people with disabilities to apply.

This position may work remotely from a Yosemite Gateway community. Must live within an hour of Yosemite to be able to get to the park and work in person easily and frequently. Office space is available in El Portal, CA. Housing is NOT available.

The compensation for this position ranges from \$24-\$26/hour, depending on experience. Benefits include 24 hours of sick leave.

How to Apply

Please send a cover letter and resume in a single PDF file to kchappell@yosemite.org. Deadline for application is November 25, 2022.