



## Outdoor Programs Coordinator

**Position type:** Seasonal, 40 hrs/week (non-exempt)

**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. This role works collaboratively with the Director of Outdoor Programs and the Outdoor Programs Manager to support Conservancy's programs are logistically sound, expertly implemented, and communications are timely and accurate.

### 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

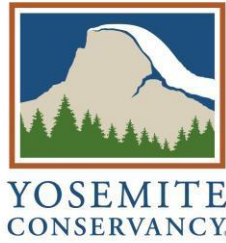
The Outdoor Programs Coordinator reports to the Director of Outdoor Programs and is responsible for the following:

#### Leads:

- Orients clients to suitable Outdoor Adventure trips and shares park knowledge.
- Responds quickly and accurately to all emails.
- Processes enrollments, sales, and related communications with participants.
- Confirms calendar accuracy, monitors, and anticipates logistical issues.
- Communicates program logistics to participants and Naturalist Guides by phone and email.
- Tracks all free program hours and attendance in Flybook, our registration system.
- 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:

- Outdoor Adventures program logistics with clients and naturalists in concert with Outdoor Manager and



Director of Outdoor Programs.

- Designs customized outings, including program concept, guide assignments, and contracting.

## 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.
- Working understanding of Yosemite National Park.
- Strong office administration, computer skills, and ability to work with new software and technology.
- Valid California Driver's license.

### Soft skills:

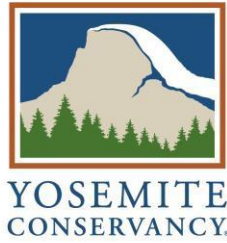
- Committed to continual learning and teaching, to the Conservancy mission, and to advancing a culture of inclusion in the organization and in Yosemite.
- Ability to work independently and in a group setting
- Excellent communication and relationship skills with a variety of internal and external stakeholders.
- 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, May through October and is based in El Portal, in Yosemite National Park. Working from home is acceptable, although we encourage working in the El Portal office at least one day per week or more. A housing spot is also available in El Portal.

The compensation for this position ranges from \$25-\$26/hour, depending on experience.

We also offer benefits, including:

- 24 hours of sick leave.

## How to Apply

Please send a cover letter and resume in a single PDF file to [kchappell@yosemite.org](mailto:kchappell@yosemite.org) Deadline for application is February 2.