



**About:**

Y.E.T.I. provides access to outdoor recreation for all youth by mitigating financial, gender, and cultural barriers. Our programs foster a sense of belonging that develop the skills, confidence, and curiosity to thrive in the outdoors and in everyday life. Our mission:

*To develop grit in all youth through challenging outdoor adventures.*

**Description:**

Y.E.T.I. is based in Normandy Park, WA and mainly works with students in the Highline School District (DesMoines, Burien, SeaTac). The program manager will be in charge of supervising and training volunteer trip leaders, as well as supporting trip prep, execution and review. Strong candidates will have experience in youth based outdoor programs, curriculum, and risk management development. The position will start with a focus on field work, and as programming expands, transition into supervision.

**Schedule:** 9 month position following the academic year, flexible hours averaging 20-25 hours a week.

**Application Date:** Applications reviewed on January 22nd

**Primary Responsibilities**

**Volunteer Program Management**

- Recruit, screen, and train volunteers.
- Track and schedule volunteers.
- Develop and carry out training of volunteers.

**Weekend Outdoor Recreation Program**

- Work with community partners and ED to schedule day trip programs.
- Organize and implement trip logistics.
- Complete pre- and post-trip communications with students and families.
- Lead trips and coordinate volunteer instructors.

**School Outdoor Club**

- Assist in development and staffing for school outdoor clubs.
- Assist in development and delivery of outdoor club curriculum.
- Support program evaluation and metrics.
- Supervise volunteers & support community partnerships.

**Equipment and Operations**

- Assist with inventory and maintenance of outdoor equipment.
- Assist in evaluating and developing course areas.
- Assist in developing and updating risk management systems.
- Develop and implement curriculum.
- Help maintain student records.
- Help maintain permit records.
- Support summer program planning.

**Other Duties**

- Support with marketing and communications.
- Support with fundraising and grants.

- Other duties as needed.

**Required Job Skills**

- 5 years of experience in leading outdoor trips with youth
- Experience working with diverse student populations
- Ability to work outside in all weather and conditions
- Strong leadership and risk management skills
- Strong verbal and written skills
- Ability to learn and maintain database system
- Wilderness First Responder training
- Ability to pass driver screening and operate a 15 passenger van

**Preferred Job Skills**

- Bachelor's degree in related field preferred master degree in recreation or education
- Experience with curriculum development
- Experience developing risk management systems
- Grant writing experience
- Industry certifications (rock climbing, sea kayaking, rafting, avalanche etc.)

**Background Check:**

We run a background check on all employees and volunteers.

**Benefits:**

Competitive compensation of \$19-\$24 / hour depending on experience and flexible work schedule

**Equal Opportunity Employer:**

Y.E.T.I. is committed to creating a diverse working environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or veteran status.

How to Apply

Please email a cover letter, resume, and list of three references to [info@goyeti.org](mailto:info@goyeti.org).