



## **Youth Experiential Training Institute (Y.E.T.I.)**

Program Coordinator - 2024-2025 School Year

### **About:**

Y.E.T.I. wants all young people to have access to outdoor adventure and time in nature. Our team of outdoor educators collaborates with schools, volunteers and young people to make this possible in communities of South King County. We have provided free outdoor school clubs, weekend trips, and custom programs for students in the Highline and Tukwila school districts for over a decade. Our outdoor programs foster a sense of belonging that helps develop the skills, confidence, and appetite for adventure to thrive in the outdoors and in everyday life. You can learn more about us at [goyeti.org](http://goyeti.org)

### **Description:**

Our academic year program coordinators work in public schools and with community partners to organize and facilitate on-campus student meetings, after school outdoor trips, and weekend adventures. We're looking for an energetic, creative, and collaborative leader who shares our commitment to provide young people access to their public lands through outdoor adventure. This position will shape the way Y.E.T.I. sustains and continues to grow to serve the young people in our community.

**Season:** September 9th 2024 - June 9th 2025

**Benefits:** This position is a seasonal hourly role with a pay range of \$20-\$30/hour depending on experience. Healthcare or healthcare stipend is available.

**Hours:** 30 hours per week

**Schedule :** Typical work week will be Tuesday, Wednesday and Thursday from 10:00 am -6:00 pm for planning and after school activities and one outdoor trip on Saturday 8:00 am-3:00 pm (hours may vary depending on trip needs/length)

**Location:** Burien, Washington

### **Ideal Candidate**

The ideal candidate will come with experience leading outdoor adventures, instructing outdoor skills and coordinating trip logistics for youth. We will prioritize candidates who have experience working with youth in schools and with diverse populations. People who are flexible, organized and passionate about our mission will be excellent members of our team.

- 2-3 Years facilitating outdoor experiences as a lead instructor
- Experience coordinating logistics for outdoor trips
- Experience working with middle and high school age students
- Valid driver's license and willingness to drive 12 passenger van and trailers
- Prior working experience in camp or school settings preferred
- CPR and Wilderness First Aid certified
- Experiences instructing in 2-3 of the following areas: kayaking, biking, rock climbing, hiking, camping, backpacking, snowshoeing or fishing and willingness to learn new outdoor instructional skills
- Strong written and oral communication skills
- Organization and project management skills

### **Primary Responsibilities:**



- Program Facilitation
  - Create an emotionally and physically safe environment for all participants to challenge themselves outdoors
  - Facilitate weekly club meetings at 3 -4 school sites for up to 20 youth
  - Plan, coordinate, and lead youth on weekly outdoor trips after school for each school site
  - Plan, coordinate, and lead youth on on monthly weekend day trips for each school site
  - Plan, coordinate, and lead youth on overnight/backcountry trips seasonally
  - Plan and facilitate activity specific lessons for youth while on trips
  - Primary risk manager for trips and outdoor activities
  - Act as lead facilitator for a team of instructors/volunteers on outdoor trips
  - Mentor and develop instructor team in professional outdoor facilitation skills
  - Transport students and necessary equipment for trips
  - Purchase food and supplies for program
  - issue and de-issue necessary equipment before and after trips
  - Plan and facilitate 2 school field trips for students/teachers outside of weekly clubs
  
- Communication
  - Communicate with YETI's Program Team on a weekly basis to coordinate resources such as vehicles and equipment
  - Recruit students at school sites for club membership and attend promotional school events such as open house nights
  - Communicate regularly with Students, Caregivers, School Faculty and Staff both over the phone and in written formats
  - Routinely solicit youth feedback on YETI programs including verbal and written surveys
  - Coordinate with instructors and volunteers before trips to ensure the team is being supported
  - Attend School community meetings and network with school stakeholders
  
- Logistics & Planning
  - Keep program calendar up to date with activity/trip logistics
  - Contribute to YETI curriculum library and venue guides
  - Help maintain and clean gear/vehicles for YETI programs
  - Complete post trip reports for programs and update database
  - Attend activity specific trainings and maintain updated certifications
  - Help capture and share student stories and pictures
  
- Community Outreach
  - Identify a new school in south King County to pilot a YETI program
  - Recruit Faculty, Counselors, and School Staff to participate in YETI clubs
  - Identify Faculty to organize custom field trips at schools
  
- Other
  - Other duties as assigned

**Apply:** Contact [jobs@goyeti.org](mailto:jobs@goyeti.org) or call 206-530-0019 for more information. Please send a resume and complete the followup questionnaire.

*We encourage all candidates to apply, each year we build a program team with a diverse set of skills and backgrounds and consider comparable skills and experiences to the list above.*