

Position Description
BEAR Program Leader Assistant

- 20 hours/week
- \$11-\$13/hour
- Benefits include: annual leave, sick leave, all federal holidays, and health cost wages
- Position open until filled.
- Please send resume and cover letter to **diane.olsen@bearmt.org**
- We will notify you when your application is received and will call you if we would like to set up an interview. NO PHONE CALLS PLEASE.

Duties and Responsibilities

Program:

1. Work with youth during group mentoring (boys and girls) to help them reach their goals, build outdoor and interpersonal skills, focus on their strengths. Assist with the training of peer mentors. Strive to positively connect youth to their culture, their community (including service-learning projects), their families, peer mentors, and their own self-efficacy.
2. Lead/co-lead a diversity of trips for youth including after-school trips, bi-monthly weekend day and/or overnight weekend trips, and week-long overnight trips during the summer. Occasionally lead classroom activities and/or school field trips. Activities may include, but are not limited to: hiking, camping, backpacking, mountain biking, canoeing, skiing/snowboarding, rock climbing, white water rafting, search and rescue activities, life skills, environmental education topics, teamwork, leadership and communication initiatives, service-learning projects and more (guides are used for trips such as white water rafting, rock climbing, and others that require specific expertise our leaders do not have).
3. Work with Program Leader to plan, recruit for, lead, publicize, record, and evaluate a diversity of group and one-on-one experiential mentoring activities for youth in Ravalli County.
4. Work with Program Leader to plan and prepare for family events and facilitate youth participating in family events.
5. Assist Program Leader in recruiting youth/families by building partnerships with other community organizations and schools that may provide referrals/linkages. Recruitment activities include facilitating activities for school and community organizations, distributing program materials, placing public service announcements in local media, pitching stories to news organizations, participating in B.E.A.R. outreach and fundraising events, and calling/texting/emailing individual youth and families to recruit them for specific groups/activities, etc.
6. Work with Program Leader to ensure service hour goals and administrative requirements are being met and work with Program Coordinator to ensure youth mentoring guidelines/goals are being met.
8. Carefully record youth activities, inventory usage, and time worked by completing activity logs, activity summaries, participant spreadsheets, inventory check-out/check-in lists, and time allocation logs, as well as taking trip photos.
9. Work with Program Leader in evaluating program by administering satisfaction surveys and pre and post surveys to youth and their parents and soliciting feedback from community members.
10. Work closely with the team to plan, evaluate, revise, and implement new strategies for meeting program goals.
11. Prepare and break down activities, and maintain and organize equipment and supplies.
13. When applicable, manage volunteers (i.e. assist in prioritizing tasks, provide orientation and training, facilitate them in completing tasks and provide support depending on needs of volunteers).

Financial:

1. Follow all agency financial procedures including completing accurate time sheets, reimbursement forms, records of funds spent and purchase orders before spending any of the organization's funds.
2. Work with Program Leader to stay within program budgets and cash flows.
3. Strive to provide activities as cost effectively as possible.
4. At a small non-profit organization, every employee contributes to, and spends time to varying degrees, on fundraising goals. Contribute to overall fundraising success by providing excellent service to participants, working effectively with community partners, contributing to fundraising events, and alerting Director to funding opportunities, if applicable.

Community:

1. Increase Bitterroot Venture's positive representation in the community, schools, media, and educational events/organizations whenever possible.
2. Collaborate with other B.E.A.R. staff and programs as well as other community organizations on projects and programs to encourage networking, work sharing, and positive community relations.

Organizational:

1. Work to lessen the organization's negative effects and increase its positive effects on the environment (i.e. buy locally, reuse material and supplies, recycle, reduce use of non-renewable resources, etc.)
2. Communicate with Program Coordinator when any safety, legal, ethical, or moral concern arises and before representing B.E.A.R. in the media.
3. Follow all B.E.A.R. policies and procedures: personnel, activity, and financial. Maintain strict client confidentiality in accordance with B.E.A.R. policies.
4. Contribute to team and overall success of organization by having a strengths-based attitude with all staff and volunteers, by prioritizing what issues to spend time and energy on concerning team dynamics, and by taking responsibility for seeking team-oriented solutions to issues at every level of the organization.

Qualifications:

1. Proven success working with at-risk youth and their families required
2. Experience in a mentoring program preferred
3. Wilderness First Aid Certification, CPR (can be completed upon hire) and excellent safety assessment skills required
4. Extensive outdoor experience required
5. Excellent ability to build rapport with youth quickly
6. Ability to set appropriate boundaries and discipline while maintaining positive relationship
7. Excellent communication skills with diverse groups: participants, parents, staff, community partners
8. Ability to openly give and receive feedback
9. Proficiency working on a team as well as independently
10. Ability to be flexible and creative
11. Strong organizational skills
12. Ability to calmly handle stressful situations
13. High School diploma or equivalent required

*Other duties may be assigned related to the functioning of the B.E.A.R. office and its programs

