

## **Position Description**

### **Venture OUT Program Coordinator**

- Full Time / 35 hours/week average
- Flexible schedule but must include Monday - Thursday afternoons and once monthly weekend availability for day and overnight trips
- hourly wage, and overnight trip wage to start; opportunities for increases based on performance reviews
- Benefits include: annual leave, sick leave, all federal holidays, and health cost wages
- **Send resume, cover letter and list of three professional references to Diane Olsen at [diane.olsen@bearmt.org](mailto:diane.olsen@bearmt.org)**
- We will call you if we would like to set up an interview

### **Duties and Responsibilities**

#### **Program:**

1. Work with youth during small group mentoring to help them reach their goals, build outdoor and interpersonal skills, and focus on their strengths. Interview, hire, and train peer mentors for the Mentor Development Program. Strive to positively connect youth to their culture, their community (including service-learning projects), their families, peer mentors, and their own self-worth and self-efficacy.
2. Lead/co-lead a diversity of trips for youth including in-school and after-school trips, weekend day and/or overnight weekend trips and some of our week-long overnight trips during the summer. Occasionally lead large group 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, challenge courses, white water rafting, search and rescue activities, life skills, teamwork, environmental education topics, 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. Coordinate with other staff to plan and prepare for the shared use of B.E.A.R.'s space and resources during multiple summer programming activities.
4. Plan, recruit for, lead, publicize, record, and evaluate a diversity of group experiential mentoring activities for youth in Ravalli County and supervise assistant leaders, peer mentors and volunteers in doing so.
5. Plan and prepare for family and service project events and facilitate youth participating in these events. Regularly check annual Venture OUT planning to ensure programming is matching the current annual plan or work with the Executive Director to adjust the plan if needed.
6. Recruit youth/families by building partnerships with other community organizations and schools that may provide referrals/linkages. For Venture OUT activities, consistently call/text/email individual youth and families to recruit them for specific groups/activities, etc. Organize outreach recruitment activities: including facilitating activities for school and community organizations, distributing program materials, placing public service announcements in local media, pitching stories to news organizations, participating in BEAR outreach and fundraising events, including Ropes Challenge Course events.
7. Ensure service hour goals and administrative requirements are being met and 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. Update youth statistics spreadsheet carefully each month with all required information. Submit reports as needed to stakeholders, in consultation with Executive Director.
9. Evaluate program by administering surveys to youth and their parents, soliciting feedback from community members and compiling and analyzing collected data.
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, and supervise assistant leaders and volunteers in doing so.
12. Update Venture OUT program information on B.E.A.R. web pages if necessary.
13. Supervise and manage peer mentors, assistant leaders and volunteers (i.e. assist in prioritizing tasks, provide orientation and training, facilitate them in completing tasks and provide support depending on needs of mentors, leaders and volunteers).
14. Ropes Challenge Course: Attend facilitation trainings, co-facilitate Venture OUT groups on the high and low challenges courses and occasionally assist with community group facilitations.
15. Communications: Work with Executive Director to increase B.E.A.R.'s exposure through: online presence, community involvement, advertising, and signage.
16. Follow all Youth Services Policies including maintaining confidentiality of participants as described in Confidentiality Agreement. Work on revisions and additions to the policies as needed and time allows.
17. Oversee the maintenance and upkeep of the program vehicles including safety checks, tire changes, registration and insurance. Train new employees on van safety training. Ensure all employees who drive company vehicles have proper training, background checks, and auto insurance, and are listed with B.E.A.R.'s insurance provider.

**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 Executive Director 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.
5. Send thank you notes within 72 hours to any one who volunteers or donates items or funds.

**Community:**

1. Increase B.E.A.R.'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. Contribute to the team and overall success of the organization by having a strengths-based attitude with all staff, volunteers and community members; creating a positive, friendly, fun, productive, efficient, effective and empowering work culture; and take responsibility for seeking team-oriented solutions to issues at every level of the organization.
2. Coordinate office and grounds upkeep: order office supplies; coordinate office, garage and yard cleaning; ensure grounds maintenance is completed in a timely manner; as time allows, organize and revamp the garage.
3. 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.).
4. Communicate with the Executive Director when any safety, legal, ethical, or moral concern arises, before representing BEAR in the media, and the Executive Director before distributing publicity materials, sending email blasts, or doing social media posts.
5. Follow all Personnel Policies and risk assessment/safety guidelines.

**Qualifications:**

1. Proven success working with at-risk youth and their families required
2. Experience coordinating a mentoring program and ropes challenge course 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 relationships
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. Bachelor's degree or equivalent
14. Criminal background check required

\*Other duties may be assigned related to the functioning of the BEAR office and its programs

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made, if available, to enable individuals with disabilities to perform the essential functions.

The employee is required to lead the following activities: high (30 ft. above ground) and low ropes challenge course use, hiking for up to eight miles/day, downhill skiing or snowboarding at a developed ski area, cross country skiing, snowshoeing, and swimming in non fast-moving water. The employee may also be required to participate in rock climbing, rafting, kayaking, and horseback riding activities. The employee is occasionally required to sit for extended periods and balance, stand, walk, stoop, kneel, crawl, and crouch. The employee may be required to lift and/or move up to 50 pounds. Duties typically require close vision, distance vision, and adjusting focus as well as continuous talking, hearing and seeing including the ability to hear and talk by phone. Must be able to work productively in a small house office space that is dog and child friendly.

In addition, duties typically require manual dexterity for the operation of office equipment including computer, copier, and phone. Work may be performed under stressful situations, including working with the public during a pandemic.

**Equal Opportunity Statement:**

B.E.A.R., Inc. is an equal opportunity employer. B.E.A.R., Inc. does not discriminate against or act in favor of any employee, applicant, or program participant because of race, ethnicity, national origin, sex, religion, creed, marital or veteran's status, age, health, the presence of a disability, sexual orientation or any other basis prohibited by local, state, or federal laws.

B.E.A.R., Inc. recognizes the value of a culturally diverse work force and program participant group and is committed to equal employment opportunity to all qualified applicants and employees, as well as non-discrimination of all program participants and other community partners. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. Engaging in any act that discriminates against or constitutes harassment against an employee will not be tolerated.

*Rev. December 2022*