

Position Description
BEAR Program Leader

- Part Time: 20 hours/week average, with future opportunities for full time.
- Flexible schedule that includes after school hours for 1:1 mentoring, after school groups on Wednesday & Thursday, and trips 1 weekend per month; and occasional 4-7 day summer trips
- \$15-\$17 hourly wage, and overnight trip wage to start; opportunities for increases based on performance reviews
- Benefits include: annual leave, sick leave, paid federal holidays, health cost wages, and wellness hours
- **Send resume, cover letter and list of three professional references to Katie DeFelice at k.defelice@bearmt.org**
- We will call you if we would like to set up an interview

Duties and Responsibilities

Program:

1. Mentor middle school and high school youth through one-on-one and/or small group mentoring activities to help them reach their goals, focus on their strengths, build outdoor and interpersonal skills, and when appropriate, facilitate and train them to become 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. Under the assignment and supervision of the Program Coordinator, plan, recruit for, lead/co-lead, publicize, record, and evaluate experiential mentoring activities through in-school and after-school groups, monthly weekend day and/or overnight weekend trips, week-long overnight trips during the summer, and occasional classroom activities and/or school field trips. Activities 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, 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. Lead/co-lead Ropes Challenge Course activities with the Program Coordinator and other staff, both low and high elements, including belaying and climbing high ropes elements, and participate in all training.
4. Work with the Program Coordinator to plan and prepare for family events and facilitate youth participating in family events.
5. Prepare and break down activities, and maintain and organize equipment and supplies.
6. Assist Program Coordinator 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 BEAR outreach and fundraising events, and calling/texting/emailing individual youth and families to recruit them for specific groups/activities, etc.

7. Carefully record youth activities, profile and goal information, inventory usage, and service hours by completing activity summaries, mentee profile documents, inventory check-out/check-in lists, and stats reports, as needed. Take photos of youth activities to share with youth and upload to shared file system for organizational use.

8. Work with the Program Coordinator in program evaluation by administering satisfaction surveys to youth and their parents, pre and post impact surveys to youth, and soliciting feedback from community members.

9. Work closely with the Program Coordinator and programming team to plan, evaluate, revise, and implement new strategies for meeting youth mentoring program guidelines and goals, including service hour goals and other administrative requirements.

10. Update program information on BEAR web pages, as necessary.

11. 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. 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 the Executive Director to funding opportunities, if applicable.

2. Follow all agency financial procedures including completing accurate time sheets, time allocation logs, and reimbursement forms. Work with the Program Coordinator to stay within program budgets and cash flows, track receipts and funds spent, as well as complete purchase orders before spending any of the organization's funds. Program Leaders must get direct permission from the Program Coordinator before spending any money.

3. Strive to provide activities as cost effectively as possible. Advertise and collect fees for youth activities and offer scholarships according to the organization's policies.

Community:

1. Increase BEAR's positive representation in the community, schools, media, and educational events/organizations whenever possible.

2. Collaborate with other BEAR 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 team and overall success of organization by having a strengths-based attitude with all staff and volunteers, prioritize what issues to spend time and energy on concerning team dynamics, and take responsibility for seeking team-oriented solutions to issues at every level of the organization.

2. 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.).
3. Communicate with the Program Coordinator when any safety, legal, ethical, or moral concern arises and before representing BEAR in the media.
4. Follow all BEAR policies and procedures: personnel, activity, and financial. Maintain strict client confidentiality in accordance with BEAR policies.

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

*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 and participate in 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.

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 the pandemic, in accordance with state and county mandates and guidelines.***

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.

BEAR, 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.