

Youth LEAD Program Assistant

Description of Organization: ETC is a non-profit, volunteer based organization that provides outdoor adventure and environmental education experiences for people of all abilities. ETC conducts Sea Kayak, Whitewater Rafting, and Cross Country Skiing trips for youth and adults from under-resourced backgrounds and people with disabilities as well as extended Youth LEAD Programs for disadvantaged youth. Through expeditionary 14 & 21-Day Courses containing elements of Sea Kayaking, Backpacking, and Whitewater Rafting, the Youth LEAD Program (YLP) creates a vibrant community of confident, compassionate, and environmentally savvy young leaders equipped with essential life and leadership skills.

Position Overview: The Program Assistant will be responsible for providing logistical and operations support for the four summer courses. This includes but is not limited to: food and gear purchasing, organizing, and cleaning; transporting participants, food, and equipment; and supporting instructors in pre-course and post-course activities. This position assists with the logistics and facilitation of YLP Instructor Training, pre-trip parent/guardian meetings, and Graduation ceremonies-including set up and take-down of equipment and greeting students and families. The position holder will receive training on ETC specific on-call procedures and may be asked to assist with on-call tasks on rare occasions while the Program Manager is absent.

Program Dates: Part time- approximately 4 days/week, May 15th - August 15th 2018

Qualifications & Requirements:

- Positive communication habits and ability to give and receive feedback constructively
- Strong organizational skills and attention to detail
- Field experience with instructing in outdoor/adventure education programs (backpacking a plus)
- Flexibility with work schedule (includes weekends and some evenings)
- Experience working with diverse and underserved communities preferred
- Demonstrate professionalism and alignment with ETC's inclusive values and mission
- Must possess a valid driver's license and have a clean driving history
- Ability to lift and carry 50 lbs, sometimes on uneven terrain
- WFR or WFA emergency medical training preferred
- Must be 21 years of age

Compensation: Daily rate depending on experience

Application deadline: February 15th

To Apply, please send resume and cover letter detailing how this position aligns with your past experience and professional goals to:

YLP@etctrips.org

Alicia Thompson
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