

Job Description (update 2010)

Youth Program Coordinator Mentor



Essential Functions:

- ✓ Supervise all staff and participants,
- ✓ Oversee logistics while holding the “big picture” of the program,
- ✓ Manage administrative duties, including: petty cash, program forms, course reports, etc,
- ✓ Undertake physical aspects of program, including: hiking, backpacking, building shelters, cooking, etc,
- ✓ Ensure safety by supervising staff team and being accountable for Journeys’ policies and procedures,
- ✓ Facilitate planning sessions with the staff team and mentor them,
- ✓ Take primary responsibility for ensuring high quality of the participants’ experiences and the apprentice’s as well,
- ✓ Driving up to a 15-passanger van with trailer,
- ✓ Represent Journeys to participants, parents, land managers, and the public at large, and
- ✓ Collaborate with supervisor(s) around itinerary, participant screening, staffing decisions, logistics, significant course-related business (i.e. early departures, medical opinions, etc).

Knowledge:

- ✓ Current WFR with a CPR Certification from an approved provider,
- ✓ Journeys policies and procedures, and
- ✓ Journeys theory and practice, as well as theoretical underpinnings.

Skills:

- ✓ Self-care and Group-Care in Wilderness settings,
- ✓ Facilitation, supervision, and management of youth and adults in urban and wilderness settings,
- ✓ Teaching communication skills, both individually and in group settings,
- ✓ Organizing food and gear for large groups,
- ✓ Strong problem-solving skills, and
- ✓ Facilitation and teaching of Ritual.

Abilities:

- ✓ Must be comfortable in wilderness settings and have competence in self-care in extreme weather conditions ranging from hot to cold, wet to dry, snowy, etc.,
- ✓ Must be patient, flexible and compassionate,
- ✓ Must be able and willing to give and receive effective feedback,

- ✓ Ability to distinguish between personal needs and the identified outcomes of program and participants' needs, and
- ✓ Consistent application of sound judgment, and the ability to teach judgment.

Requirements:

- ✓ Must be 21 years of age,
- ✓ Must pass a criminal background check,
- ✓ Must have previous Journeys trip-leading experience, and
- ✓ Must be physically able to undergo the activities of the program.

Preferred Skills and Abilities:

- ✓ Experience with other Rite of Passage or outdoor-education organizations,
- ✓ Membership in professional societies or organizations, and
- ✓ Master's Degree in a related field.

Physical Work Conditions:

- ✓ Extreme weather variations related to living outdoors for one to three weeks at a time, including but not limited to cold, wet, hot, lightning, etc.,
- ✓ Carrying a 50-lb. backpack one to ten miles per day, and
- ✓ Long hours and being "on" 24-hours per day during prep days and while on course.