



TRUE NORTH AMERICORPS MEMBER POSITION DESCRIPTION

Position Title: Outdoor Education Coordinator, Summer Only

Main Program Office: Duluth YMCA-Community Services: 28 East Village View Dr., Duluth, MN 55805

Service Location(s): Varies. Harbor Highlands Community Center and summer sites around Duluth, MN

Service START Date(s): May 16, 2018

Service END Date: August 15, 2018

Hours of Service: 8:30AM – 5:00PM, M – F (Final schedule determined during hiring)

POSITION SUMMARY

Provide teaching/material support for AmeriCorps members who are delivering outdoor activities for summer program participants. Compile evaluation and program data to create presentations and reports of summer activities. Assist and support the Youth Outdoors-Duluth Coordinator with focus groups and community events.

ESSENTIAL FUNCTIONS

- Co-teach and provide teaching support for Outdoor Club members at all participating sites, utilizing Duluth public parks and trails whenever possible and appropriate to deliver programming related to outdoor and environmental education
- Inventory and deliver curriculum kits, assist in coordinating kit distribution calendar
- Assist in administering program evaluations, data input, and attendance compilation
- Prepare a variety of visual communications to present program results and highlight impact
- Compile results from Family Focus Groups for presentation using Prezi
- Assist in planning, execution, co-facilitation of discussions, and data compilation for all Family Focus Groups and Community Events
- Assist in media promotion of events including advertisement, press releases, and online media
- Participate in all True North AmeriCorps required trainings

QUALIFICATIONS

REQUIRED

- Minimum 20 years of age
- Able to serve 460 hours over the summer term to fulfill AmeriCorps program requirements
- Coursework, training, experience and/or interest in Outdoor / Environmental / Adventure Education
- Experience working with youth and youth programs
- Highly organized, motivated individual with strong leadership skills
- Able to present oneself in a professional manner and be an ambassador for True North AmeriCorps, Nationals Service, and the Outdoor Collaborative
- Strong written and oral communication skills

- Possess basic computer skills in programs including Excel
- Reliable mode of transportation and/or driver's license to travel between program sites
- U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- Please note that final candidates will be required to successfully pass an FBI background check before being officially enrolled in AmeriCorps by True North AmeriCorps

PREFERRED

- Ability to plan and teach activities/lessons collaboratively with other instructors
- 2- or 4-year degree in Outdoor/Environmental/Adventure Education
- Enthusiasm, patience, creativity, and a commitment to positive youth development
- Desire to teach youth about Duluth's natural and cultural history
- Initiative to follow through with projects/programs
- Knowledge/understanding of the impact of class and race on behavior, attitudes, and values
- Ability to work efficiently both independently and as part of a team
- Sound judgement, group management, and interpersonal skills, including conflict resolution
- Experience with Prezi or Graphic Design a plus!

TYPICAL WORK ENVIRONMENT

- Noisy with many young people and adults demanding attention
- A combination of outside program facilitation in all weather conditions, and inside computer/planning work in a shared office or cubicle.
- May be driving throughout Duluth to deliver resources and programming to partnering sites

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The Duluth Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees, applicants for employment, and applicants for AmeriCorps service without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment or service, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

REASONABLE ACCOMMODATION

Qualified individuals with disabilities are strongly encouraged to apply. Persons with disabilities may require reasonable accommodation to provide service in an AmeriCorps program. If you would like to request an accommodation, please contact program staff.