



TRUE NORTH AMERICORPS MEMBER POSITION DESCRIPTION

Position Title: Outdoor Education Specialist, Summer Only

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

Service Location(s): Varies. Sites available throughout Duluth, MN

Service START Date(s): May 16, 2018

Service END Date: August 15, 2018

Hours of Service: Varies by site. Approximately 40 hours/week, 8AM – 5PM, M – F (Final schedule is determined by site)

POSITION SUMMARY

Provide high quality youth development and outdoor activities for summer program participants. Track attendance and collect evaluation and demographic data for program reporting. Increase the number of significant caring adult relationships experienced by youth participants.

ESSENTIAL FUNCTIONS

- Coordinate, develop, and deliver daily youth development activities during regular programming
- Provide positive role modeling and supervision for all aspects of youth programming
- Work with Youth Outdoors-Duluth to incorporate high quality outdoor activities into regular programming for 90 minutes, 2 days per week at minimum
- Collect attendance records, administer pre and post evaluations to Outdoor Club program participants, and meet deadlines to enter evaluations electronically
- Provide support and assistance at Youth Outdoors-Duluth community events
- 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
- Able to work independently without daily supervision—strong organizational skills a must
- Able to present oneself in a professional manner and represent True North and AmeriCorps service
- Able to meet deadlines for evaluation and reporting
- Strong written and oral communication skills
- Reliable mode of transportation to and from program site
- 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

- Possess basic computer skills
- 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
- Knowledge/understanding of the impact of class and race on behavior, attitudes, and values
- Able to deal effectively with ambiguity of tasks and able to take initiative and follow through
- Sound judgement, group management, and interpersonal skills, including conflict resolution

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.

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. Reasonable accommodations provided upon request. This document is available in alternative formats.