

## Field Program Coordinator

Job Title:

Field Program Coordinator

Summary:

The Field Program Coordinator (referred to as FPC hereafter) works with the Summer Program Coordinators and the Summer Program Manager (referred to as the Summer Admin Team hereafter) to ensure that the 50+ WAS summer camps run as smoothly as possible. The FPC's primary responsibilities are to 1) support Camp Directors in the field by answering phone calls and texts, transporting necessary equipment and supplies, and providing active support and mentoring to Directors and Instructors; and 2) support the Summer Admin Team with emergent situations, gear upkeep, administrative projects, and more as assigned. Their awareness and embodied knowledge of Wilderness Awareness School culture and processes enable camps to function on a higher level, and create more sustainability for admin positions.

This position reports to:

- Program Coordinators and Program Manager for the duration of the summer

Pay:

- Weekly Salary - \$1200 per week

Work Hours:

- This is a seasonal position, working Monday to Friday, 8:00 am to 4:00 pm daily, with occasional after-hours responsibilities and on-call work
- Like many other summer positions, the FPC is not required to work in this position for every week of the summer. However, preference will be given to applicants who can work as the FPC for 3 or more of the 9 weeks of camp.
- Planning Week: Support the Summer Leadership team with online and in person meetings. *(Dates on Application)*
- Staff Training Week: Mandatory for all staff. Training will be held at our Duvall campus. Camping overnight is not mandatory, but HIGHLY encouraged. *(Dates on Application)*

Duties and Responsibilities:

- Meet with the Summer Admin Team and the Registrar on Mondays to orient to the week, and support with registration and camp arrivals

- Use a call-routing system to send, answer, and respond to texts, calls, and voicemails from Camp Directors and refer back to the Summer Admin Team when necessary
- Have tough conversations with parents about camper behavior, illness, refund policies, knife and fishing pole sales, and more
- Update the Program Coordinator Handoff document to track programs visited; park, staff, volunteer, and student updates, incidents, and more
- Transport gear and paperwork to various park locations as needed
- Provide occasional morale-boosting treats to staff in the field
- Counsel and mentor staff in the field, and return their feedback to the Summer Admin Team
- Participate in various camp activities as a guest, providing a vital link between admin staff and field staff
- Help the Summer Admin Team track individual staff member growth
- Help the Summer Admin Team track and maintain gear in the Program Room, including printing paperwork, restocking supplies, tracking down missing items, inventorying T-shirts, and other activities as assigned
- Remain the “on-call” Program Coordinator for certain days/ hours of your shift, as agreed upon by the entire Summer Admin Team at the beginning of the week
- Other activities as assigned by the Summer Admin Team. The nature of this role is emergent - camp is unpredictable, and you will be a part of the team addressing all issues that have been escalated to the top.

#### Physical Requirements:

- This can be a physically demanding job at times, with FPCs occasionally carrying heavy equipment, participating in camp activities, and walking around parks to find staff. This can also be a mentally and emotionally demanding job at times, as the FPC and Summer Admin Team tend to the emergent issues at multiple camps, and are sometimes problem-solving multiple issues at a time. As the FPC, you will be directly encountering children and adults in distress, and helping them tend to rupture and repair.
- Caring for the physical, emotional, and mental needs of oneself and others can be taxing. Successful Program Coordinators protect themselves against burnout by tending to their own physical, emotional, and mental health as well. This includes asking for help, checking in, taking breaks and time off whenever possible, practicing emotional regulation, cultivating grit and resilience, and advocating for oneself. One should ensure that they are well-rested and well-resourced before beginning their FPC week.

#### Qualifications and Expectations:

- Able to pass a background check
- Experience Directing WAS camps OR significant experience in WAS culture and demonstrable leadership and organization experience elsewhere
- Experience mentoring and giving feedback to adults, and a desire to build upon this experience
- Current Wilderness First Aid and CPR certifications (or able to acquire before the first day of camp). Wilderness Awareness School hosts these trainings will be presented by Remote Medical Training and offered to staff at cost (\$295). (*Dates on Application*)
- Minimum age of 18 by Summer
- Reliably able to transport oneself as needed between the WAS office and camps in Duvall, Carnation, Issaquah, Seattle, and Kenmore, with gas mileage reimbursement
- Able to work at least 5 of the 9 weeks of camps, in addition to a week of Staff Training and additional training during planning week
- Able to reliably receive email, phone calls, and text messages from supervisors and teammates, and access and make use of online camp resources
- Must demonstrate exceptional judgment, risk assessment, independence, self-tending, and adult mentoring skills
- Be a professional adult: operate with responsibility and integrity
- Ability to keep professional boundaries, especially around confidential staff performance information
- Creativity and passion for mentoring youth in a natural flow learning environment with an open and flexible structure
- A commitment to developing your capacity with conversations around justice and equity as well as cultivating a welcoming and inclusive space for all.
- Strong ability to work as a team leader, able to bring your unique voice, gifts, and contributions to a relational work setting
- Willing to participate in a healthy feedback culture, providing and receiving feedback from volunteers, peers, supervisees, and leadership
- Empathy, compassion, and an open mind

Preference will be given to applicants who have:

- Taught year-round at WAS or directed WAS Camps before
- Demonstrated exceptional maturity, problem-solving, leadership, and adult mentoring skills
- 2+ years of experience working at WAS Summer Camps
- Can work 3 or more weeks as the FPC
- Experience as a naturalist instructor working with youth and teens in the outdoors
- Experience with the 8 Shields Model and Coyote Mentoring method

- Knowledge of Pacific Northwest hazards, mammals, tracking, edible/medicinal plants, navigation with and without map/compass, field ecology, trees, survival techniques, birds/birdsong, and history of local Indigenous Nations and right relations.
- Knowledge and/or training in justice, equity, diversity, and inclusion work
- Completed one or more Wilderness Awareness School programs

#### Sick Time and Backup Staff:

- Seasonal staff accrue sick time hours at a rate of 1 PSSL hour per 40 hours worked. These hours are not paid out at the end of the summer but can be rolled over from one summer to another
- In practice, this means that new staff may earn up to 10 paid hours of sick time by the end of the summer and that returning staff may have up to 10 paid hours available to use on day 1. Sick days outside of this, unfortunately, can not be compensated
- If you fall ill over the weekend before your shift or are otherwise unavailable to complete your shift in the morning, contact the Summer Admin Team members to see if your shift duties can be adjusted for the week

#### Benefits:

- Paid training and mentoring in the Coyote Mentoring method and the 8 Shields Model by leaders in the field, or paid leadership training
- Insight and experience in the back end of camp management, and access to camp office amenities
- Discounts on Wilderness Awareness School bookstore items
- The option to apply for employee housing on our land in Duvall, WA, at significantly reduced rates for the area
- Be a part of an amazing team of passionate people doing important work!