Title: Outdoor Educator
Reports to: Youth Program Manager
Location: Southside, with field work in Pittsburgh, PA
Status: Part-time, hourly, non-exempt
Hours: 0 – 20 hours per week Sep-May
         0 – 35 hours per week June-Aug
         (see details below)
Salary: $10.50 per hour

POSITION SUMMARY

An outdoor educator is a part-time employee who will lead or assist on outings, primarily youth programs, and help with events for venture outdoors, ensuring a successful, professional and excellent experience for all participants. This staff member acts as a representative of venture outdoors to promote the mission of the organization. An outdoor educator leads outings in activities at which she/he is proficient (hiking, flat water paddling, biking, geocaching, etc.) And assists during other outings as needed.

Special Hour Requirements:
  • Typically 0-20 hours per week from Sep-May and 0-35 hours per week from mid-June to mid-August. Hours may include weekdays, evenings & weekends; eligible for overtime after 40 hours.

DUTIES AND RESPONSIBILITIES

• Develop trip and lesson plans for individual outings
• Create and gather outing specific program materials when necessary
• Scout routes, schools, and areas prior to leading/assisting on trips
• Lead outings for youth ages 5-18, adults, seniors, and college students
• Ensure participants’ safety, fun and complete satisfaction
• Be familiar with and follow all Venture Outdoors trip leader guidelines;
• Register participants, lead group introductions and manage expectations before the outing
• Work with staff to develop and implement engaging new lesson plans for youth outdoor education
• Attend professional development trainings
• Manage classroom behavior and implement a discipline and reward system
• Share educational concepts, including natural history, cultural, historical information, and environmental knowledge with participants on outings
Lead and/or assist on summer day camps
Represent the organization at community events and outreaches
Monitor environmental conditions (high water, storms, lightning, heat, cold, etc.) before and during an outing
Care for participants’ needs, handle emergencies and contingencies
Ensure all relevant paperwork is completed and returned to the office in a timely manner including participant evaluations, risk waivers, final trip reports, etc.
Follow low-impact, Leave-No-Trace environmental practices in all instances
Be an ambassador for Venture Outdoors

QUALIFICATIONS AND REQUIREMENTS

Qualifications include:

- Desire to lead, motivate, and manage groups of varying ages, abilities, and backgrounds
- Experience leading groups of youth in outdoor recreation activities
- Demonstrated ability to manage logistics in an organized fashion
- Willingness to be flexible with work assignments and roles
- Knowledge of associated skills and equipment for leading outdoor recreation activities
- Comfort speaking in front of a group
- Willingness and commitment to uphold all Venture Outdoors’ policies and protocols and act in a professional and courteous manner at all times

Requirements include:

- At least 18 years of age
- A reliable form of transportation (car, bus, bike) to get you and the necessary equipment to the activity site
- Good physical condition. Must be able to lift 50lbs repeatedly
- Current CPR and First Aid certifications (can acquire upon hiring) – Wilderness First Aid or higher preferred
- PA State Act 151 and Act 34 Background Clearances, FBI Background check, and Mandated Reporter Training (can acquire upon hiring)
- Once hired, an Outdoor Educator will attend Venture Outdoors’ Outdoor Leadership Training and any activity-specific training in order to accomplish the position, including snowshoeing, biking, and kayaking

HOW TO APPLY

Please send resume and cover letter to Lo Hutelmyer, Youth Program Manager, at LO@ventureoutdoors.org

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