

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

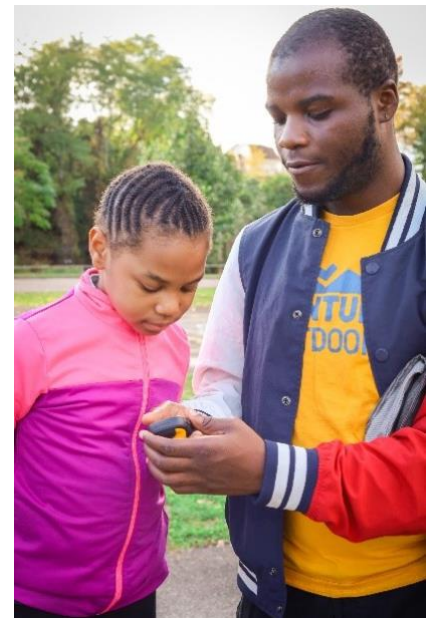
An outdoor educator is a part-time employee who will lead or assist on outings, primarily youth programs, and help with events for venture outdoors, ensuring a successful, professional and excellent experience for all participants. This staff member acts as a representative of venture outdoors to promote 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

Equal Opportunity Employer