



KENAI MOUNTAINS-TURNAGAIN ARM NATIONAL HERITAGE AREA

KMTA NHA Outdoor School Program Manager Position

Position Title: Anchorage Outdoor School Program Manager

Reports to: Executive Director

Status: Employee, part-time, \$27/hour

Job Summary

Anchorage Outdoor School (AOS) is a 3-day residential outdoor school program for 4th and 5th graders at the U.S. Forest Service's Begich Boggs Visitor Center in Portage Valley. Our program's mission is to connect students with Alaska public lands through three days and two nights of place-based, outdoor, active learning. For many children, AOS is their first experience hiking in a forest, wading in a stream, or seeing a glacier. The program is run in partnership with the Anchorage School District and a team of experienced outdoor education professionals. This program has conducted two pilot sessions of Outdoor School in Spring and Fall 2019. The Outdoor School Program Manager position will be working closely with public and private partners to permanently establish and grow the program to operate for multiple weeks each session.

This is a year-round, part-time, hourly position, with an anticipated average of 20 hours per week (more when AOS is in session). The position is funded by the National Heritage Area Program and may alter due to circumstances surrounding funding.

The Program Manager will primarily work from home although will need to attend meetings in the Anchorage, Girdwood, and Portage Valley.

Compensation is \$27/hour; benefits include 6 paid holidays, paid-time off, Simple IRA w/ 3% company match, and a technology equipment stipend.

Job Duties/Responsibilities

The Program Manager works closely with AOS partners and the Anchorage School District to make the AOS experience a success.

Before each AOS session:

- Finds and applies for grant opportunities; submits grant reports
- Recruits staff and volunteers
- Creates flyers and other program documents to promote the program
- Prepares the staff manual with the site supervisor
- Creates the staff organization chart
- Prepares schedules, sleeping groups, and rotation schedules
- Facilitates planning meetings, social gatherings and work parties
- Assists in planning and facilitation of staff training
- Coordinates with participating schools and the Anchorage School District
- Improves ADA accessibility of lessons and activities

During AOS (Spring & Fall):

- Is on-site and stays overnight for the full duration of the program
- Works with site supervisor to ensure smooth daily operations
- Is team lead for all program staff
- Coordinates gear and materials; is the lead for managing site equipment
- Supports “den time” activities and recreational activities
- Keeps track of program spending

After AOS:

- Distributes post-survey to staff
- Measures program effectiveness using evaluation tools with students
- Sends thank you notes to program participants

Responsibilities of all Anchorage Outdoor School Staff:

- Understand and support emergency and risk management plans
- Help enforce student health and safety guidelines
- Create a nurturing and safe environment
- Encourage a fun, hands-on and physically active learning environment

Qualifications

The successful applicant will be expected to demonstrate the following competencies:

- Experience working with children ages 10-14 with preference for outdoor education/outdoor camp experience.
- Experience coordinating and executing outdoor education programs
- Experience facilitating meetings with educators, volunteers, and parents.
- Experience developing and executing program schedules, staff trainings, and program evaluation frameworks.
- Enthusiasm for tone-setting a fun, supportive, and safe environment.
- Excellent communication skills, both written and verbal
- Bachelor’s degree in education or environmental science preferred, but significant related work experience may be accepted in lieu of degree

- Demonstrated technical skills, including: Microsoft office suite, Google drive
- Attention to detail
- Planning and organizing
- Interpersonal skills such as initiative, problem-solving skills and collaborating with other stakeholders
- Must be able to work independently, but also be comfortable with collaborative working relationships, relating well with people and partners at all levels and from all communities
- Experience in managing interns, volunteers and/or temporary employees
- Ability to work in a fast-paced environment and juggle multiple projects with limited supervision

Other Requirements:

- 21+, First Aid & CPR Certified
- Must be able to attend occasional evening or weekend events
- The employee must occasionally lift and/or move up to 25 pounds.
- Must have reliable transportation, valid driver's license and insurance
- Travel throughout the heritage area corridor is required, including occasional overnight travel.

How to Apply

Please send cover letter and resume via e-mail with the subject line "Anchorage Outdoor School Program Manager" to:

Jessica Szlag, Executive Director, jessicaszlag@kmtacorridor.org

All submissions must be received by 5 PM on February 28, 2020.

Anticipated start date: mid-April 2020