



# KENAI MOUNTAINS – TURNAGAIN ARM NATIONAL HERITAGE AREA

## Program Coordinator

**Position Title:** Program Coordinator

**Reports:** Program Director

**Compensation:** \$22-\$26/hr depending on experience; benefits include paid holidays, paid-time off, Simple IRA w/3% company match, and a \$83.33/month technology equipment stipend.

**Status:** Regular Part-Time Employee @30 hours/week, January - October. Required furlough in November & December.

**Ideal Start Date:** Early Jan 2025

**Location:** Eligible applicants must reside in Seward, Alaska. This position is a combination of remote work from home on non-program days and leading in-person programming in Seward, Moose Pass and Cooper Landing. This position may also support and occasionally travel to other communities for programs/events as needed (Kenai Peninsula to Anchorage).

**Job Description:** KMTA is the proud operator of five signature education programs that serve kids across Southcentral Alaska with high-quality, year-round outdoor education programming. These programs include:

- Alaska Outdoor School: a two-night, three-day field trip for 5<sup>th</sup> grade classes in Portage Valley.
- SnowSchool: classroom visits and field trips focused on snow science, winter ecology and winter recreation.
- Fresh Air Fridays: afterschool and in-service day programs on Fridays throughout the school year.
- Pathfinders: trails-based summer day programs.
- Coastal Connections Camp: a multidisciplinary week-long summer camp for middle school-aged kids.

With the success piloting of these programs over the last three years, it is time for our education program staff to grow and become more regionally focused. This position will develop, plan and execute programs on the Kenai Peninsula that serve kids, students, and families who reside in Seward, Moose Pass, Cooper Landing and Hope.

## Job Duties/Responsibilities

### **Program Development and Operations**

- Deliver existing education programming as outlined below:
  - SnowSchool in Seward & Moose Pass
  - Fresh Air Fridays in Seward & Moose Pass
  - Pathfinders in Seward, Moose Pass and Cooper Landing
  - Coastal Connections Camp in Seward
- Work with the other Program Coordinator to support Seward Elementary's Alaska Outdoor School program week.
- Work with the Program Director to expand Alaska Outdoor School and SnowSchool operations to include youth from the Kenaitze Indian Tribe and other Kenai Peninsula schools and tribes (e.g. Sterling, Soldotna and Kenai).
- Ensure the safety and risk management of education programs in compliance with regulatory standards.
- Actively track expenses and adjust as necessary to maintain budget parameters.
- Recruit, train, support, and supervise program volunteers.
- Coordinate program logistics and relevant administrative tasks including but not limited to program registration, parent/teacher communications, permitting, transportation and updating website & Fareharbor platforms.
- Facilitate meetings, pre- and post-visits with partners, volunteers, and program participants.
- Coordinate the planning, preparation, and purchase of materials and food for single- and multi-day programs.
- Take photos of program participants and ensure photo permissions are consented to and documented.
- Maintain a commitment to diversity, inclusion, and cultural awareness in providing accessible education programming to diverse communities and backgrounds.

### **Outreach and Partnerships**

- Cultivate and strengthen relationships with school district administrators and staff, partner organizations, program participants, schools, and other relevant stakeholders.
- Work with community members and partners to identify and address barriers to participation in available programs.
- Coordinate with KMTA marketing and development staff to support the creation of relevant collateral and pursuit of funding opportunities (this would mainly include sourcing and providing colleagues with key stats and photos to incorporate into grant applications and promotional materials).
- Promote KMTA education programs regularly through in-person and virtual meetings and presentations.

### **Research, Monitoring and Evaluation**

- Regularly track and evaluate progress towards education program goals, objectives, and KPIs.
- Assess services, programs, and curriculum to ensure that they are relevant and functioning effectively and equitably.
- Distribute pre- and post-program surveys to key stakeholders (e.g., students, teachers, volunteers, families, partners, etc.), assess feedback, and incorporate learnings to improve future programming.

### **Other**

- As a member of KMTA staff, work on special projects and other duties as assigned by supervisor.
- Partner and communicate with all KMTA staff in an efficient, timely, and collaborative manner.

### **Qualifications**

- Experience working with youth with preference for outdoor education/outdoor camp experience.
- Experience coordinating and executing outdoor education programs.
- Experience facilitating meetings with educators, volunteers, partners, and parents.
- Experience developing and executing program schedules, staff trainings, and program evaluations.
- Personable and able to build rapport and trust with others.
- Positive attitude, a learning orientation, and a can-do approach to problem solving.
- Excellent interpersonal, communication, and team-building skills (written and verbal).
- Outstanding attention to detail and accuracy—commitment to creating work products that are thorough, complete, grammatically correct, and polished.
- Bachelor's degree preferred, including but not limited to a focus in recreation, education, history, environmental science, or archaeology; significant related work experience may be accepted in lieu of degree.
- Demonstrated technical in Microsoft Word, Excel, PowerPoint, Teleconference software (e.g. Zoom, Teams); general comfort with learning/working with multiple technology platforms.
- Exceptional organizational skills, high level of efficiency, and ability to manage operations with precision.
- Ability to conduct analyses and develop + execute project plans.
- 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.
- Ability to work in a fast-paced environment and juggle multiple projects with limited supervision.
- A deep appreciation for the Heritage Area and Kenai Peninsula.

### **Other Requirements:**

- 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 auto insurance.
- Travel throughout the heritage area corridor is required, including some overnight travel and stays (e.g., overnight onsite stays at our Alaska Outdoor School, event travel and support, meetings and conferences, etc.).

### **How to Apply:**

Please send your cover letter and resume via email with the subject line "Program Coordinator\_Your Name" to: Sarah Schuh, Education Programs Manager at [sarahschuh@kmtacorridor.org](mailto:sarahschuh@kmtacorridor.org).

Rolling deadline with strong priority given to those who submit applications by EOD December 2<sup>nd</sup>, 2024.