



WILDERNESS YOUTH PROJECT

Program Support Staff

About Us: Wilderness Youth Project (WYP), founded in 1999, nurtures smarter, healthier and happier children who feel a sustained connection to nature and are peaceful, self-aware community members. WYP connects kids to nature in small groups guided by expert mentors during the school day, after school and in summer. We know that all children need nature: not just the ones whose families have privilege and easy access to nature and not only those of a certain race or economic class or culture or gender or sexual identity or language or set of abilities.

About this job: Program Support Staff assist in every aspect of WYP programs and are there to create meaningful experiences for the participants as well as supporting the lead staff. Programs are all outdoors in small groups (12 kids + 2 staff + 1 volunteer), allowing for nature connection and mentoring of staff and participants. Daily routines guide all of our programs but because each group maintains unique settings, needs and individuals, the Program Support staff must continually take the initiative to be engaged with the children and to support the elements that make the program successful.

Primary Duties

On Program:

- ~Prioritize health and safety of children
- ~Lead children in wonder and follow a child's curiosity
- ~Maintain communication with lead staff and volunteer
- ~Know where children & other staff are at all times
- ~Keep the number of children with each staff/volunteer balanced
- ~Take the initiative for positive kid engagement
- ~Willingness to periodically take lead during programs
- ~Maintain positive relationships with parents
- ~Stay aware of potential hazards
- ~Carry a first aid kit and have knowledge of basic first aid (training & supplies available)
- ~Ability to lead some games and activities, lead circles, and tell stories (training available)
- ~Comfortably and creatively respond to conflict resolution

Primary Duties

Off Program:

- ~Maintain consistent communication with administration and executive staff
- ~Willingness to participate in staff meetings and trainings
- ~Vigorous participation in our learning culture
- ~Ability to send and receive emails

Minimum Qualifications

- ~Passion for justice, equity, diversity, inclusion, education and nature
- ~Excitement and comfort in being with children outside
- ~Experience using email, google docs/sheets OR willingness to learn (training available)

Desired Qualifications or Experience

- ~Bilingual English and Spanish (spoken)
- ~Experience working with children
- ~Experience working in the outdoors and/or eagerness to learn
- ~Committed to personal and professional growth
- ~Team focus
- ~Love of learning

Benefits

- ~Full & part time positions available
- ~\$15-\$18/hour depending on experience
- ~WYP offers a benefits package for our regular employees including:
 - Paid vacation and sick time
 - Free WYP programs for staff children
 - Generous staff training opportunities
 - 403b retirement plan
 - A commitment to work-life balance and fun, self-driven working environment

How to Apply: Applicants should first carefully review the minimum and desired qualifications and the Wilderness Youth Project website. After that, please submit the following: 1) Cover letter that addresses the alignment of your experience and interests with the position as outlined above and the Wilderness Youth Project mission, 2) Resume, 3) a list of 3-5 references. Submit applications via e-mail in the pdf file format to Sharon Tollefson at jobs@wyp.org. Initial correspondence via e-mail is preferred. We will begin reviewing applications in February and will continue reviewing applications until the position is filled. We will inform you of timelines and next steps within 2 weeks of receiving your application.

WYP is committed to granting [equal employment opportunity](#) to all qualified persons. Affirmative action considerations will be used in the selection process.