



## **REACH Fellowship Program Coordinator**

**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. **The REACH Fellowship** is a youth development program of WYP, focused on post secondary education, career exploration, outdoor adventure education, personal development, food and financial literacy, and community involvement for first generation students. Fellows are accepted into REACH during their Junior year of high school and remain in the program for 2.5 years, graduating from the program the summer after their first year of post-secondary education.

For more information, please visit [www.REACHFellowship.org](http://www.REACHFellowship.org)

### **General Job Responsibilities:**

The REACH Program Coordinator is responsible for helping implement REACH program plans, co-instructing service learning and life skills programs, supporting coordinating student outreach and engagement, and supporting the general operation of REACH's programs. Working with a small team, the Program Coordinator helps to implement programming goals, and supports and tracks REACH students. The position is based in downtown Santa Barbara.

### **Specific Duties:**

- Logistical support implementing regular events and trips. Trips range from half day to a week long
- Conduct administrative tasks associated with programming and documentation
- Manage student advisee relationships, including information exchange, online tools, phone and in-person contact, to guide and inspire students toward program goals
- Act as transportation driver for some REACH activities (REACH vehicle provided)
- Prepare and participate in quarterly Advisory Board Meetings
- Other duties as assigned.

### **Minimum Qualifications:**

- Must be 21+ years old (insurance requirement)
- 3+ years relevant work experience
- Ability to drive to and work in both Santa Maria and Santa Barbara
- Experience with detailed event planning and program development

- Proven success connecting and working with high school and college age students
- High energy, positive attitude, ability and willingness to work long hours and multiple days in succession, including evenings, willing to take initiative.
- Good judgment, detail-oriented, strong organizational skills, and the ability to manage several projects at once
- California Driver's License (or ability to obtain one within 6 months of hire) & satisfactory driving record
- Ability to use MS Word and Excel, Facebook, and general internet search techniques
- Excellent written and verbal communication skills, including public speaking capabilities
- Flexible and adaptable to the changing demands of conducting community-based youth programming, as well as working in a fast-paced office environment
- Ability to work as a part of a team to accomplish common goals
- Ability to carry 40lbs up a flight of stairs

**Highly Desirable Qualifications:**

- Bachelor's degree
- Bilingual Spanish/English
- Current Wilderness First Responder or Wilderness First Aid certifications.
- Outdoor and wilderness experience
- Experience driving large passenger vehicles, holds a Commercial Drivers License (CDL) Passenger Endorsement, or ability to get one in the first six months of employment (training provided by WYP).
- Content knowledge specific to one or more of these areas: Post-Secondary Education, Outdoor Experiential Education, Financial Literacy, Food Literacy, Emotional Intelligence, Environmental Stewardship.

**Approximate Start Date:** November 2021



## **Compensation & Benefits**

\$19 to \$22 an hour, depending on experience. This is a full time, non-exempt (hourly) position.

WYP offers a benefits package for our full time employees including:

- Paid vacation and sick time
- \$200/\$250 a month wellness stipend (over age 40 receives \$250)
- Free WYP programs for staff children
- Generous staff training opportunities
- 403b retirement plan (no employer match)
- A commitment to work-life balance and fun, self-driven working environment

## **Application Process**

Applicants should first carefully review the minimum and desired qualifications and the REACH Fellowship 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 REACH mission, 2) Resume, 3) a list of 3-5 references. Submit applications via e-mail in the pdf file format to Samantha Alvarez at [jobs@wyp.org](mailto:jobs@wyp.org). Initial correspondence via e-mail is preferred. We will begin reviewing applications in mid-October 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 opportunities](#) to all qualified persons. Affirmative action considerations will be used in the selection process.

