Wilderness Youth Project

**NOW HIRING!**
**LEAD REGISTRATION COORDINATOR**

## Are you ready to find your place at W.Y.P.?

Nature connection. It's a simple but powerful concept. While it may feel like nature is all around us, many kids lack access to the outdoors. Wilderness Youth Project (W.Y.P.) equips students with self-confidence, problem-solving abilities, and skills to work with others. United by the belief that all children need nature, our team works together to bring our passion for the natural world and our knowledge of the benefits of mentoring to the community. W.Y.P. staff bring many years of naturalist experience, wilderness safety, social justice, teaching, mentoring, and nonprofit administration.

## Join us as the Lead Registration Coordinator

The Lead Registration Coordinator is the welcoming face and voice of Wilderness Youth Project and a key member of our registration and enrollment operations. Serving as a central communication hub for staff, families and community partners, this role co-leads the Registration team with the Relationship Manager: planning each program season's registration timeline, building and improving the systems that keep it on track, and coordinating the people and tasks needed to deliver a smooth experience for families.

The ideal candidate is organized, personable, flexible, calm under pressure, and skilled at managing multiple communication channels (in person, phone, email, text, instant messaging). They thrive in a dynamic office environment with frequent people interactions, take initiative without waiting to be asked, and have a knack for learning new systems while improving existing processes.

## Is this you?

- You can easily hold a phone or text conversation in both English and Spanish
- You love a well-built system: timelines, rosters, and reminders that actually get followed
- You're the calm, warm voice when a family calls with a question (or three)
- You take initiative without waiting to be asked
- You thrive in person, as part of a lively Santa Barbara HQ office team, Monday–Friday, and you're up for the occasional evening or weekend community event.

## Compensation & Benefits

$26–$29/hour, depending on experience. Full-time (35-40 hours/week), non-exempt position with comprehensive benefits package.

## Learn More

Read the full job description and apply at wyp.org/jobs.
Read about us at wyp.org or on our socials: Instagram, Facebook, and Youtube.