

## Job Description: Outdoor School Coordinator

Whole Earth Nature School is looking for an Outdoor School Coordinator who thrives in a dynamic, collaborative work environment to support our mission of youth development through mentored outdoor experiences. All staff work as valued members of our Whole Earth Nature School community in service of local youth and their families.

Whole Earth is an equal opportunity employer. We welcome the unique contributions that you can bring to Whole Earth including your culture, ethnicity, race, gender identity and expression, nation of origin, age, languages spoken, veteran status, religion, ability, sexual orientation, and beliefs. We celebrate diversity and are committed to creating an equitable and inclusive environment for all students, volunteers, and employees. Some examples of our commitment to justice, equity, diversity, and inclusion (JEDI) include: normalizing pronoun use during meetings and programs; providing needs-based scholarships to students; offering affinity camps for girls, boys, and genderdiverse campers; providing JEDI training to all staff; paying staff to participate in monthly justice-focused community; incorporating land acknowledgements in programs and decolonizing curriculum; amplifying Black, Indigenous, & People of Color (BIPOC) voices and perspectives; using trauma-informed behavior support strategies; and providing accommodations for students to participate in our programs and for staff to lead programs. We are constantly working to improve policies and programs. We welcome input from staff, students, and families to be more equitable and inclusive. Visit our [about page](#) and [employment page](#) to read our mission, core values, and more.

Outdoor School is a state-funded program for 5th and 6th graders to participate in during a school week. Based on COVID-19 guidelines, we may run programs in-person or remotely and the coordinator will work on-site or from home depending on school guidelines. There is a low likelihood that overnight programs will be allowed. Coyote Outdoor School enhances students' connection to self, community, and nature. Outdoor School is for everyone, and we are committed to ensuring every student feels a sense of belonging in our Coyote community. We strive for every student to leave with scientific skills and ecological understanding, self-confidence, new human and non-human friends, curiosity to discover more, and gratitude for nature's gifts. Read more at [coyoteoutdoorschool.org](http://coyoteoutdoorschool.org).

### General Job Responsibilities

- Collaborate with Assistant Directors and Director to support and coach staff and volunteers to deliver student-centered, trauma-informed, and culturally responsive programming
- Facilitate staff and volunteer meetings while programs are running
- Manage and execute administrative projects and program logistics in a timely manner
- Create and disseminate Outdoor School invoices to schools; track payments
- Respond to calls and emails from district and school personnel and families
- Organize and manage student health forms, liability waivers, and other confidential information
- Collaborate on curriculum development, staff training, and policy/procedure implementation
- Collect, inventory, and purchase supplies for programs
- Assist with creation of plans and accommodations for students with exceptional needs
- Maintain relationships on-site if programs are in-person; assist in supervision of site caretaking
- Fill in as an instructor if staff call out and subs are unavailable
- Be available for limited work and staff communications on evenings and weekends as needed
- Complete other duties to ensure execution of program logistics and staff support as needed

## Required Skills & Qualifications

- Experience (including volunteering) or education in youth development or outdoor programming
- Transferable skills or experience supporting adults or teenagers in projects, programs, or events
- Transferable skills or experience in customer service, communications, and project management
- Adaptability to meet students, volunteers, and staff where they are at with sensitivity to life experiences and needs
- Commitment to creating an inclusive environment for all students, especially those who have been excluded in outdoor education like students with disabilities, BIPOC students, and LGBTQ+ youth
- Ability and interest to work on multiple projects and job roles simultaneously to meet deadlines
- Personal workspace with access to reliable internet connection (during COVID-19 work remotely)
- Ability to work outdoors in all local weather conditions

## Other Desired Qualifications (Not Required)

- Familiarity with or experience coordinating programs, particularly Outdoor School programs
- Passion for or skill in Outdoor School related areas; Examples may include: Ecological knowledge, cultural knowledge, conservation, wilderness and naturalist skills, music, crafting, or storytelling
- Proficiency or fluency in Spanish, Vietnamese, Mandarin, Arabic, and American Sign Language

## Benefits

- Wage increases
- Annual continuing education stipend of \$150
- Discounts on outdoor gear through “pro-deal” programs
- Regular social gatherings (after COVID-19, when social gatherings are possible)
- Professional development trainings, professional coaching, and mentoring
- Option to participate in paid monthly Justice Talks community
- Access to extensive environmental education library
- Hazardous weather pay; Sick pay
- Program discounts for your children or dependents

**Job Title:** Coordinator, Outdoor School

**To apply:** Fill out our online application: <https://forms.gle/9PUx6LUwB57pVa4g6>

**Hiring timeline:** The **priority application deadline is January 11**. Phone screens and interviews will be conducted remotely via Zoom between January 12-15. Hiring decisions will be made by January 18-19. If needed, the hiring timeline may be extended to consider more applicants.

**Work Schedule:** The coordinator may begin work as early as January 25 and start as late as February 15, though earlier is preferred. The coordinator will have an opportunity to continue working at Whole Earth full time in the summer. Fall work availability is limited.

**Pay Range:** \$18 per hour; 40 hours a week; for 17-20 weeks depending on start date;

**Job location:** Depending on COVID-19 guidelines, programs will be held either at Camp Lutherwood in Cheshire, on or near school grounds, or remotely. Carpooling and mileage reimbursement is available.

**Other Details:** Candidates will complete a criminal history background check and those with [disqualifying criminal history](#) will not receive a job offer. Employees must obtain or provide proof of First Aid+CPR certification for adults and children, which can be reimbursed using the continuing education stipend.

**Contact us with questions at** [outdoorschool@wholeearth.org](mailto:outdoorschool@wholeearth.org).