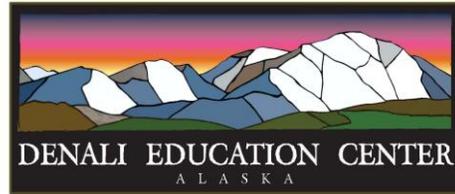


Position Description

Group Leader



Classification: Full-time Non-Exempt (Hourly) Employee
Reports to: Program Manager
Job Duration: May - September; dates will be mutually agreed upon

Summary:

Denali Education Center is a non-advocacy, for-purpose organization and partner of Denali National Park and Preserve. Our mission is to promote understanding and appreciation of Denali through fun, informative, and inspiring programs. Our 10-acre campus is home to 12 guest cabins, a yurt, a combined classroom and dining hall, a lecture hall and a solar thermal water system. We operate week-long learning vacations in cooperation with numerous educational groups and organizations, primarily Road Scholar. In addition, we offer a suite of community programs, evening events, lectures, and youth programs. Denali Education Center is a diverse organization, with its root firmly planted in the local community, and Denali National Park and Preserve.

Group Leaders are responsible for scheduling and leading summer learning vacations on our campus. They work closely with participants and staff to provide outstandingly fun educational experiences that help people fall in love with Denali!

Position Responsibilities:

Group Leaders responsibilities vary during each week, but primarily include:

- Coordinating and Facilitating detailed daily itinerary for 3 and 6 night learning vacations
- Recruit and schedule evening speakers, hike sweeps and experts in the field as needed
- Orient groups to our campus and accompany them to meals and all daily activities
- Administrative duties including database entry, creating rooming lists, compiling medical information and all pertinent guest information as it relates to the program
- Work with support staff (kitchen, admin, events, etc) to ensure a safe and memorable experience for guests

Other Duties and Responsibilities:

- Attend weekly all-staff meetings when work schedule allows
- Assist with the DEC annual fundraiser
- Complete an employee evaluation at the conclusion of the summer season
- Group Leaders *may* be asked to drive a 48 passenger bus to transport program participants. Bus trips are generally no more than 20 miles round-trip. Paid training is covered in the event that Group Leaders are asked to drive a bus as part of the position. The costs of a medical exam and DMV expenses are the responsibility of the employee. If the employee returns for a second summer at the DEC, these expenses will be reimbursed.

Qualifications:

- Ability to lead diverse groups of up to 40 with confidence and compassion
- Self-starter with the ability to work independently and creatively
- Possess the communication skills, and flexibility, to work in a team environment that includes other staff, presenters, guests, volunteers and the community
- Ability to have fun and maintain a positive attitude during a fast-paced season
- Proficiency in MS Word and MS Excel. Experience with FileMaker Pro a plus
- Familiarity with the Park region including: local plants, animals, topography, transportation systems, and infrastructure
- Possession of current CPR and First Aid Certification or willingness to train
- Completion of a bachelor's degree is preferred
- Drug free with clean driving record

Benefits:

- Hourly rate for a first-year Group Leader is \$12.50. Overtime of approximately 20 hours/week is typical during programs weeks
- Housing is provided by order of seniority and has a small bi-monthly charge depending on the type of housing
- Partial board is complimentary for Group Leaders during the weeks they are working
- Schedule to be determined

Disclaimer:

This Position Description reflects Denali Education Center's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

To Apply: Email a letter of interest and resume to Patty Burns: patty@denali.org