

Position Description

Program Coordinator



Classification: Full-time Non-Exempt (Hourly) Employee
Reports to: Residential Program Manager
Job Duration: May 18 - September 11; dates will be mutually agreed upon

Summary: Denali Education Center is a non-profit national park partner that promotes understanding and appreciation of Denali through fun, informative and inspiring programs. Our 10-acre campus is home to 12 guest cabins, a combined classroom and dining hall, a lecture hall and a solar thermal water system. We operate week-long residential programs in cooperation with numerous educational groups and organizations, primarily Road Scholar. In addition, we offer a suite of community programs, evening events and lectures, and youth programs that take place on campus, and in the park. Denali Education Center is a diverse organization, with its root firmly planted in the local community, and Denali National Park and Preserve.

Program Coordinators are responsible for scheduling and leading summer residential programs 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 Description

Coordinators typically work a cycle of two weeks on; one week off. Responsibilities vary during each week, but primary responsibilities include:

- Create detailed daily itinerary for 3- and 6-night residential programs
- Recruit and schedule evening speakers, hike sweeps and experts in the field as needed
- Accompany groups for 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 on Saturday, August 8, 2015
- Complete an employee evaluation at the conclusion of the summer season.
- Coordinators *may* be asked to drive a 48 passenger bus with airbrakes to transport program participants. Bus trips are generally no more than 20 miles round-trip. Paid training is covered in the event that coordinators 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 Program Coordinator 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 Coordinators during the weeks they are working..
- One week off every three weeks throughout the summer.

Disclaimer:

This Position Description reflects the 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