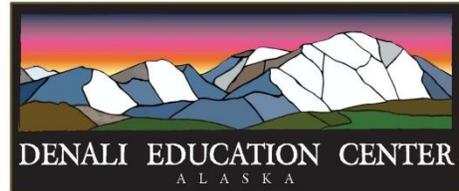


Position Description

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 (DEC) 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 combined classroom and dining hall, a yurt, and the community events building. 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 roots firmly planted in the local community, and Denali National Park and Preserve.

Group Leaders are responsible for leading Learning Vacations, on our campus and throughout Alaska. They work closely with other DEC Program Staff to provide fun, educational experiences for participants. The Group Leader is often the only consistent variable of the program experience and, as such, drives the quality of the program. The primary role of the Group Leader is to ensure that each group experiences all program elements in a seamless, meaningful way.

Position Responsibilities:

- Work with program staff prior to each departure to acquire and review all necessary program documents
- Travel with, and orient groups to each location with confidence; accompany guests at meals and participate in all daily activities
- Coordinate with support staff (kitchen, administrative, event, etc.) to ensure a cohesive and memorable experience for guests
- Plan and call ahead for each segment of the program to confirm reservations and ensure program continuity
- Anticipate and resolve program issues as they arise; issues may include participant attitude, mobility, dietary restrictions, cancellations, weather, etc.
- Familiarity with, and a basic working knowledge of flora, fauna, culture, and infrastructure of Alaska, focusing on the areas in which our programs operate
- Assist with DEC's sustainability efforts by actively recycling and composting, sorting recyclables into the proper bins for collection. Use environmentally-friendly products when possible. Help educate guests about DEC's efforts to recycle and compost, encouraging them to participate as on campus and as they travel through the state

Qualifications:

- Strong communication skills, verbal and written, and command of the English Language
- 2+ years of large group management
- Proficient speaking in front of, and leading diverse groups of up to 40 people with confidence and compassion

- Organization and problem solving skills imperative; ability to “think on your feet” and act quickly and calmly
- Self-starter with the ability to work independently and creatively
- Ability to lift up to 50 lbs. in order to assist guests with baggage
- Clean, insurable driving record
- Access to a reliable cell phone, capable of texting and/or email
- Ability to have *fun* and maintain a *positive attitude* during a fast-paced season

Preferred Knowledge and skills:

- Computer literacy; including proficiency with Microsoft Office
- Possession of current CPR and First Aid Certification or willingness to train
- 21+ years of age preferred

Compensation:

- Starting wage is \$15/hr. A typical program is 11 days, 8-14 hrs./day
- All travel, accommodations, and meals are included for Group Leaders during scheduled work weeks
- Program tips are pooled and dispersed upon completion of summer contract

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 the opportunity for modifications, providing reasonable accommodation.

Due to the extensive travel required for this position, on-campus housing is not available. Applicants with in-state housing preferred.

To Apply: Qualified candidates should send a resume, letter of interest, and references to Jake Hill: jake@denali.org