

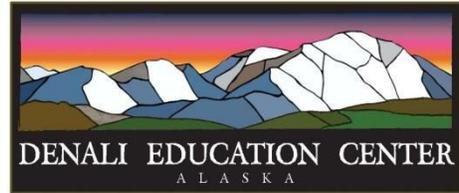
Position Description

Group Leader

Classification: Full-time Non-Exempt (Hourly) Employee

Reports to: Program Manager

Job Duration: May - September; dates will be mutually agreed upon



DEC Overview:

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 a 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 youth programs, evening events, lectures, and community programs. Denali Education Center is a diverse organization, with its roots firmly planted in the local community, and Denali National Park and Preserve.

Position Overview:

Group Leaders are responsible for leading Learning Vacations, both on our campus and throughout Alaska. They work closely with other DEC Program Staff to provide fun, educational, and memorable experiences for participants. The Group Leader provides consistency throughout the program itinerary and, as such, has the opportunity to greatly influence the program impact. They add context to our itinerary to allow for smooth transitions between scheduled pieces of each program and help ensure that each group experiences all program elements in a seamless, meaningful way.

Main Position Responsibilities:

- Work with Learning Vacation Staff prior to each departure to acquire and review all necessary program documents
- Travel with groups to each location and orient them with confidence; accompany guests at meals and participate in all scheduled daily activities
- Coordinate with support staff (kitchen, administrative, event, etc.) at each location to ensure a cohesive and memorable experience for guests
- Plan ahead for each segment of the itinerary, notifying vendors of changing group needs, reconfirming reservations when necessary, and anticipating potential scheduling complications to ensure each program runs smoothly.
- Anticipate and resolve program issues as they arise. Group leaders may have to navigate a variety of personality types, mobility issues, dietary restrictions, cancellations, inclement weather, etc., and generally, work to facilitate group synergy throughout their travels.
- Other shifts and duties may be assigned to help ensure that all staff is familiar with campus resources, and DEC's suite of youth and adult programs.
- Support DEC's sustainability efforts by actively recycling and composting, sorting recyclables into the proper bins for collection, and using environmentally-friendly products when possible. Help educate guests about DEC's efforts to recycle and compost and encourage them to participate

Qualifications:

- Excellent verbal and written communication skills
- Reliable and attentive leader, able to effectively communicate with diverse groups of up to 35 people with confidence and compassion
- Problem-solving skills are imperative; candidates must have the ability to “think on their feet” and act quickly and calmly
- Display working knowledge of the flora, fauna, culture, and infrastructure of Alaska, especially in the geographical areas in which our programs operate
- Desire to engage with and get to know our ever curious and always changing groups of lifelong learners
- Flexible self-starter able to work independently and creatively
- Highly organized and detail-oriented
- Previous residency or employment in the state of Alaska
- Ability to lift up to 50 lbs. while assisting with guest baggage
- Clean, insurable driving record
- Access to a reliable cell phone that has text and email capability
- Ability to have *fun* and maintain a *positive attitude* while working long hours to facilitate each program’s itinerary.

Road Scholar requires that all Group Leaders be fully vaccinated for COVID-19 and receive all eligible boosters. As a condition of employment, you will be asked to show proof of vaccination.

Preferred Knowledge and Skills:

- 2+ years of large group management experience
- Computer literacy; including proficiency with Microsoft Office
- Current CPR and First Aid Certification, or willingness to train
- 21+ years of age preferred

Compensation:

- Group Leaders will be compensated according to the Trip Pay Agreement, starting at \$17 per hour. Trip Pay standardizes variable working hours by compensating Group Leaders for a set amount of hours each day with built-in overtime. This equates to approximately \$2,500 per 11-day program.
- All travel, accommodations, and meals are included for Group Leaders during scheduled program days as well as one-day pre-and post-program.
- Employees will receive pooled and divided program tips on their final paycheck

Disclaimer:

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

This position requires interaction with the public. Although maintaining COVID safety is Denali Education Center’s priority, there is a possibility of exposure in the Group Leader position.

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.

Denali Education Center is an Equal Opportunity employer. Personnel is chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

To Apply: Qualified candidates should send a cover letter, resume, and three professional references to katie@denali.org. You may address your inquiry and any questions to Katie Pankow, Program Manager. Please include the position title or titles for which you are applying in the subject line of your email.