

Position Description

Program Coordinator



Classification: Full-time Non-Exempt (Hourly) Employee
Reports to: Program Manager
Job Duration: May - September; dates will be mutually agreed upon
Work Schedule: 40-60 hours per week; typically 10-12 hours per day

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 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 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.

Program Coordinators are responsible for scheduling, preparing, and facilitating summer learning vacations on and off our campus. They work closely with the Program Manager and Group Leaders to ensure the success of residential and traveling portions of the programs. They also work with the kitchen and hospitality staff in order to maintain a high-quality guest experience.

Position Responsibilities:

- Create detailed daily itineraries for all programs
- Administrative duties including database entry, creating rooming lists, compiling medical information, and all pertinent guest information as it relates to the program
- Act as liaison for all groups and independent travelers
- Work with support staff (kitchen, administrative, event, etc.) to ensure a cohesive and memorable experience for guests
- Recruit and schedule evening speakers, hike sweeps, and experts in the field as needed
- 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 the Program Manager as needed
- 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

Qualifications:

- Strong communication skills, verbal and written, and command of the English Language
- Organization and problem-solving skills imperative; ability to "think on your feet" and act quickly and calmly

- High computer literacy; including proficiency with Microsoft Office, data entry, and social media
- 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
- Self-starter with the ability to work independently and creatively
- Ability to have *fun* and maintain a *positive attitude* during a fast-paced season

Preferred Knowledge and skills:

- Proficient speaking in front of, and experience leading diverse groups of up to 40 people with confidence and compassion
- Possession of current CPR and First Aid Certification or willingness to train
- Possession Commercial Driver’s License or willingness to train
- 21 years of age or older preferred

Other Duties and Responsibilities:

- Attend weekly all-staff meetings when schedule allows
- Assist with the DEC annual fundraiser
- Attendance is required at all group meals during scheduled shifts
- Coordinators *may* be asked to drive a 40 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 coordinators are asked to drive a bus as part of the position.

Compensation:

- Hourly rate for a Program Coordinator is \$15/hr. Overtime of approximately 20 hours/week is typical during programs weeks
- Program tips are pooled and dispersed upon completion of summer contract
- Private housing may be available for a nominal fee (\$200/month). Employee kitchen and shower facilities are shared and maintained with other employees

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 the opportunity for modifications, providing reasonable accommodation.

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