



Wildlands Conservancy

Job Description

TITLE: Outdoor Recreation Program Coordinator

CLASSIFICATION: Full-Time (At Will)-Non-Exempt

DEPARTMENT: Education

DIRECT REPORT: Director of Education Programs

DESCRIPTION:

Under the direction of the **Director of Education Programs**, the Outdoor Recreation Program Coordinator will provide a balance of watershed education and outdoor exploration opportunities through teaching, training, managing and leadership. The Outdoor Recreation Program Coordinator will oversee the Conservancy's education programs and outreach activities such as, but not limited to, hiking, biking, canoeing, camping, citizen science, fishing, and snorkeling to audiences such as school students, adults, scouts, families, businesses and more.

ESSENTIAL FUNCTIONS

- Provide professional and effective leadership across the scope of programs;
- keep precise accounting of trip costs and expenses;
- assist with the development of specific program budgets;
- communicate with scheduled groups and creatively market to potential customers;
- recruit, train, retain, and evaluate staff and volunteers;
- manage, maintain and inventory program equipment such as bikes, canoes, trailers, PFD's, paddles, and other program supplies;
- conduct sincere safety presentations and demonstrations with confidence and professional humor;
- develop program logistics that are clear, complete, safe and efficient;
- meet with schools, businesses, other organizations and agencies, and civic and community groups to present and promote Wildlands Conservancy's mission, events and programs;
- create new watershed and outdoor recreation education programs;
- research and assist with grant writing; and

- be responsible for programs such as, but not limited to, Bike and Boat Adventures, Lehigh River Sojourn, GetOut!LV, and Adventure Camps.

QUALIFICATIONS

- Must be at least 18 years of age;
- ability to work with individuals of all ages, gender, race and abilities in the outdoors and indoors;
- ability to work several hours per week at an office desk;
- ability to work independently and within a team;
- ability to anticipate and trouble shoot challenging problems calmly and with confidence;
- previous experience as a river guide and/or additional relevant trainings or certifications preferred, i.e. - lifeguard, Wilderness First-Aid/ First Responder, water rescue trainings, bicycle repair and maintenance; willingness to become certified/trained as needed;
- excellent verbal communication skills-ability to deal professionally with all customers and colleagues;
- possess knowledge and experience with outdoor recreation activities such as, but not limited to, canoeing, kayaking, swimming, hiking, and bicycling;
- have a strong work ethic and sense of humor;
- tolerance of inclement weather conditions;
- ability to lift up to 50 pounds including physically able to lift, move, and load canoes and bikes;
- basic computer literacy in Microsoft Office;
- current Adult CPR/AED and First Aid certification;
- current Pennsylvania Child Abuse History Clearance (Act 151);
- current Pennsylvania State Police Request for Criminal Record Check (Act 34);
- current FBI Clearance; and
- possess a valid Pennsylvania Driver's License.

WORKING CONDITIONS

Wildlands' outdoor education programs go rain or shine as long as conditions are safe. Successful candidates can expect to work outside, 6-10 hour days, with frequent weekend and evening work.

SALARY AND BENEFITS

Salary commensurate with experience and abilities.