



Northwest Youth Corps Programs Coordinator

POSITION: Programs Coordinator

LOCATION: Tacoma, WA

STARTING SALARY: \$37,000.00 Annually

BENEFITS OVERVIEW: Personal Leave, Paid Holidays, Medical and Dental Coverage, Disability/Life Insurance, 401k investment plan, Professional Development, and other perks!

TERMS OF EMPLOYMENT: Year-round and full-time. Program Coordinators are primarily office-based positions that support programs, but does require a PC to spend up to 30-40% of their time in the field and traveling to help implement programs. PCs may operate under a non-traditional work week schedule depending on crew schedules.

Organizational Background

Since 1984, Northwest Youth Corps (NYC), a non-profit organization, has given tens of thousands of youth and young adults opportunities to learn, grow, and experience success. Through partnerships with conservation agencies, youth and young adults gain the personal and professional skills needed to carry out a variety of stewardship projects, from which they can earn a paycheck, high school credit, and/or an AmeriCorps educational award. More importantly, these young people gain skills needed to become economically and socially self-sufficient, benefit their communities as citizen stewards, and recognize that they can make a positive difference. NYC also operates an accredited charter school, internship program, and the Idaho Conservation Corps (ICC).

NYC engages youth and young adults from all walks of life and provides a multifaceted experience that helps propel them into future opportunities and careers. Hard and soft skills are taught and reinforced through formal practical trainings. NYC strives to provide program participants the skills and competencies needed to succeed in a wide variety of professional environments and life circumstances.

Position Summary

Northwest Youth Corps runs a full suite of camping and non-camping field based programs for youth and young adults that run year round. The Programs Coordinator is a office-based position charged with helping prepare programs for successful delivery and supporting implementation of multiple programs a year.

The Programs Coordinator (PC) position at NYC is designed to teach and expand leadership skills and support meaningful work within the conservation industry. While NYC seeks to hire Program Coordinators that

have experience in youth and conservation programs, Program Coordinators will receive considerable professional development as a part of their role. Specific areas of professional development include: project management; human resources; hiring & supervision; risk management & incident response; USDA National Sawyer Certification; wilderness medicine; logistics and planning; maintenance of partner relationships; leadership; community building; maintenance of crew divvy budgets; meeting facilitation, and event coordination.

Position Details/Areas of Responsibility

- Engaging with agency partners to find and schedule work projects to be completed by NYC crews.
- Hiring and training seasonal field leaders who manage day-to-day crew operations.
- Providing technical and social/emotional support to field staff and crews prior to and during the implementation of programs.
- Ensuring that programs reflect NYC culture of thoughtful risk management, inclusion, challenge and fun.
- Overseeing the tracking of crew accomplishments, paperwork and reporting processes.
- Directly supervising seasonal field staff ensuring:
 - NYC safety, education and workplace standards are upheld.
 - Learning, growth, and success within those leaders.

The Programs Coordinator must have superior work ethic, strong communication and interpersonal skills. The right person for this position will be hard working, eager to learn, solution oriented, and enjoy working with people from diverse backgrounds.

Duties and Responsibilities

- *Agency Relations* – steward existing partner relationships and build new relationships with stakeholders and stakeholder groups
- *Program Coordination* – Works with a variety of internal and external stakeholders to ensure programs have a coordinated slate of supplies, food, work, campsites, project partners, educational materials/experiences and recreational activities to sufficiently support NYC field crews.
- *Safety* – Ensure that all staff and members are actively following NYC safety and risk management protocols; respond to field incidents and emergencies as necessary.
- *Administrative/Record Keeping* - Responsible for coordinating the accurate, timely and thorough completion of field paperwork.
- *Field Staff Supervision* – Establishes expectations and responsibilities for seasonal field staff around maintaining NYC camp, work, and cultural standards within programs. Establishes individual development plan with Leaders and Woods Bosses.
- *Operations* – Helps coordinate resupply of supplies, tools and food for crews, as needed.
- *Training* – Helps coordinate and facilitate effective training for field staff in partnership with other staff to train field staff.
- *Constant Improvement* – Helps the organization analyze and adjust elements of our programs, training and administrative processes that can be improved and coordinate those improvements.

Position Qualifications & Certifications

- *Education:* Post-secondary education in a related field and/or experience in outdoor recreation, environmental education, youth development or educational fields preferred.
 - Substantial experience in conservation work and/or youth programming will be considered in lieu of Post-secondary education.
- *Experience:* Experience leading or supervising a group/team and experience managing outdoor projects required. Relevant experience in youth leadership, outdoor recreation, environmental education, and/or natural resource management backgrounds preferred. Experience working on manual labor projects, using hand tools, operating chainsaws, and driving passenger vans is desirable.
- *Certification:* Current Wilderness First Aid and CPR certifications are required; or applicants must obtain certification prior to their employment. Three years of clean driving history is required.
- *Physical Condition:* Applicants must be in good physical condition; capable of working long hours on strenuous, labor intensive projects are preferred as training and work projects often require heavy lifting, constant bending, digging, and long hikes to and from the worksite.
- *Diversity, Equity, and Inclusion Support:* All positions support the continued organization commitment to Diversity, Equity, and Inclusion initiatives, and seek to remove barriers to participation in NYC programs for underrepresented populations.

To Apply: Send a cover letter and resume to Jessica Johnson, Human Resources Officer at jessicaj@nwyouthcorps.org with “Programs Coordinator” in the subject line and document attachments in word or PDF format. Please do not call or drop in. Additional program information can be found at www.northwestyouthcorps.org

Northwest Youth Corps is an Equal Opportunity Employer - Our core purpose is to provide opportunities for youth and young adults to learn, grow, and experience success. We believe diversity is a key source of strength for our communities, and we strive to create a safe and empowering environment for participants from a wide range of backgrounds and abilities. We are deeply invested in the success of youth and young adults of all races, ethnicities, gender identities, religions, sexual orientations, economic status, or other socio-cultural identifiers.