



## ClearWater Conservancy Position Description: Adventure Coordinator, Full Time

**Title:** Adventure Coordinator

**Supervisor:** Director of Operations

**Employment:** Regular, Full time exempt with 6-month probationary period, grant dependent

**Salary Range:** pending experience

### Organization Overview

ClearWater Conservancy is the foremost land trust and natural resource conservation organization nestled in the heart of central Pennsylvania. Since 1980, ClearWater has worked to conserve and restore our natural resources through land conservation, water resources stewardship and environmental outreach across central Pennsylvania. Learn more about our work at [www.clearwaterconservancy.org](http://www.clearwaterconservancy.org).

ClearWater strives to create an inclusive, inspiring, and family–friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

### Overview

ClearWater seeks a committed, enthusiastic, and community-oriented Adventure Coordinator to envision, plan, deliver, and lead engaging and accessible outdoor events and programming, including the [Centred Outdoors](#) program. The ideal candidate will play an instrumental role in helping ClearWater Conservancy become a recognized regional leader in inclusion in outdoor recreation, nature education, and conservation of our region’s natural resources.

The Adventure Coordinator helps ensure that all nature-based events offered through ClearWater Conservancy align with the organization’s mission and strategic goals. A successful candidate will demonstrate a passion for conservation and education, and an ability to transfer this enthusiasm to program participants of all ages and fitness levels through highly engaging outdoor experiences. The Adventure Coordinator will work as a team member as well as a team leader, and be willing to consistently take on a collaborative approach to advancing program goals.

The Adventure Coordinator’s primary responsibilities will be to implement educational, engaging, and effective nature-based programming from start to finish, including ClearWater Conservancy’s Centred Outdoors program and Watershed Cleanup Day.

### Responsibilities:

- Oversee program coordination and implementation of Centred Outdoors and Watershed Cleanup Day
- Plan and organize Centred Outdoors educational events and activities, including the scheduling of dates and locations, hiking guides, activity leaders, and educational speakers.
- Deliver Centred Outdoors events two days per week during peak season, one day per week during ‘shoulder season,’ including:
  - arriving early to set up for events
  - guiding some or most guided, educational hikes with relevant topics for each location
  - answering participants’ questions and offering guidance on safety
  - providing prompt, courteous customer service to all participants
  - taking photos at events when possible



- taking down materials equipment after each event
- ensuring the safety and wellbeing of program participants in remote locations
- clearly communicate and represent ClearWater Conservancy's mission and projects at all public events
- Work with communications coordinator to develop weekly newsletters, implement social media strategies, and maintain the Centred Outdoors website.
- Post all events to online community calendars promptly and accurately.
- Work closely with staff, volunteers and board to build a welcoming and respected presence in the community.
- Lead coordinating efforts for Centred Outdoors and Watershed Cleanup Day with partnering organizations and associated committees, including scheduling meetings, creating agendas, sending out meeting notices and monthly financial reports, and taking meeting minutes.
- File appropriate permits, insurance coverage, and other logistical details related to programming on public and private land for all Centred Outdoors events and Watershed Cleanup Day sites.
- Pursue grants and associated writing and reporting of applicable funding sources coincidental with other fundraising initiatives for Centred Outdoors and Watershed Cleanup Day.
- Generate grant reports as needed to fulfill requirements for continued program support.
- Manage additional outreach and education programs related to the MS4 Partnership for the Spring Creek Watershed in addition to Watershed Cleanup Day, including single day workshops and conferences.
- In partnership with the Executive Director, help foster and create relationships and partnerships with local organizations to collaborate and offer a diverse array of future programs and events.
- Provide back-up administrative duties as requested or necessary at the ClearWater office, such as general inquiry telephone calls, emails and correspondence.
- Work with Events and Outreach Coordinator to recruit, hire, mentor, train, and schedule staff and volunteers.
- Work with DEIJ taskforce to implement policies and programming that advances ClearWater's goals towards equitable and inclusive projects, programs, and policies.
- Other priorities as outlined by the Director of Operations and the Executive Director.

**Desired Qualifications:** Experience with adventure or recreation program management desired. Excellent interpersonal and communication skills including written, verbal, and public speaking are required. Must be focused and possess superior attention to detail and desire to build consensus on collaborative projects. Strong creative, strategic, analytical, and organizational skills desired. Prior experience in event planning and logistics required. Passionate and knowledgeable about natural resource conservation and the environment. A desire to learn new things and explore is required. Candidate must be willing to work flexible hours, evenings, and weekends and willing to work in a small office setting under pressure with good humor and grace. Candidate must have a valid PA driver's license, clean driving record and a reliable personal vehicle for transportation to and from work and meetings.

**Application Instructions:** Email cover letter, resume and salary requirements in one PDF document with your full name in the file name to Deb Nardone at [deb@clearwaterconservancy.org](mailto:deb@clearwaterconservancy.org) by January 16, 2022.

### **Equal Employment Opportunity**

ClearWater Conservancy provides equal employment opportunities to all individuals regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, or disability as set forth by applicable state and federal laws. In addition, laws regarding veteran or military status are observed. This commitment is reflected in all our practices and policies regarding hiring, training, promotions, rates of pay, layoff, and other forms of compensation. All matters relating to employment are based upon ability to perform the job as well as dependability and reliability once hired.