



ClearWater Conservancy Position Description: Assistant Adventure Coordinator

Title: Assistant Adventure Coordinator

Supervisor: Adventure Coordinator

Employment: Regular, full time exempt

Salary Range: \$37,000 - \$39,000 pending experience

About the organization:

ClearWater Conservancy is a locally founded, nationally accredited land trust organization that has been protecting and restoring central Pennsylvania's natural resources for over forty years. The organization connects people and places through land conservation, stream restoration, and environmental outreach efforts to support a healthy, resilient region for all.

Centred Outdoors is a program of ClearWater Conservancy that began in 2017 with a goal to host free outdoor experiences to connect everyone - of all ages, fitness levels, and backgrounds – to the wonders of nature for the benefit of both people and planet. The program strives to inspire and engage diverse audiences to explore outdoor destinations via free, group outings with a goal to increase participants' confidence and enjoyment when spending time outside.

ClearWater is committed to supporting a diverse, equitable, and inclusive workplace in which everyone is welcomed, valued, and supported. We recognize that diverse teams create the strongest organizations and welcome and encourage people from all backgrounds to apply. We also believe everyone does their best work when they can balance a successful career with their commitments and interests outside of work, and are open to flexible work arrangements to make this possible.

About the position:

ClearWater seeks a committed, enthusiastic, and community-oriented Assistant Adventure Coordinator to assist the Adventure Coordinator in the overall administration, planning, and development of [Centred Outdoors](#) and related programming. The ideal candidate will play an instrumental role in supporting the expansion of our education and outreach programs through a focus on increasing diversity and equitable access to the outdoors.

The Assistant Adventure Coordinator works alongside the Adventure Coordinator in planning and executing high-quality programming and generating innovative ideas for future program growth. A successful candidate will display exceptional awareness and understanding of the environmental & outdoor education industry, as well as a desire to transfer this knowledge into culturally relevant, place-based, and community-centered programs.

The ideal candidate will be responsible for supporting the Centred Outdoors program in the following ways:

- Assist in the overall program coordination and implementation of Centred Outdoors.
- Assist in the organization of Centred Outdoors events and activities, including the scheduling of dates and locations, hiking guides, partners, and activity leaders.
- Assist in delivering Centred Outdoors events during peak season and shoulder season including:
 - guiding educational hikes with relevant topics for each location
 - designing and hosting community-oriented programming
 - providing prompt, courteous customer service to all participants

- ensuring the safety and wellbeing of program participants in remote locations
- clearly communicating and representing ClearWater Conservancy's mission at all public events
- Assist in the coordination and implementation of newly introduced Centred Outdoors extension programs such as the Community Gear Library and Junior Naturalist packs.
- Assist in the implementation, growth, and diversification of the Centred Outdoors Adventure Guides cohort.
- Work closely with Centred Outdoors staff and volunteers to build a welcoming and respected presence in the community.
- Assist in outreach and education programs related to the MS4 Partnership for the Spring Creek Watershed, including the Rain Barrel Workshop.
- Maintain up to date knowledge of and seek out opportunity for professional development including trainings, certifications, workshops and conference schedules.
- In partnership with the Adventure Coordinator, 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.
- Other priorities as assigned by the Adventure Coordinator.

Desired Experience includes:

- Experience with adventure or recreation programming management
- Experience in outdoor education planning and development
- Experience with guiding or leading outdoors trips
- Passion and knowledge about natural resource conservation and the environment
- Willingness to work flexible hours, evenings, and weekends
- Bachelor's degree in environmental, recreation, or related field preferred, but not required

Candidate must have a valid driver's license, clean driving record and a reliable personal vehicle for transportation to and from work and meetings

Application Instructions: Please submit a cover letter and resume to adventure@clearwaterconservancy.org no later than January 13, 2023. File should be sent as one .pdf file with the last name of the applicant in the title.

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.

ClearWater Conservancy and its Centred Outdoors program celebrates diversity and is proud to be an equal opportunity employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.