

**Adventure Risk Challenge  
Hiring Announcement and Job Description  
CENTRAL VALLEY OUTREACH COORDINATOR**

Adventure Risk Challenge (ARC) is a youth development nonprofit in Central and Northern California. Our mission is to empower underserved youth through integrated literacy and wilderness experiences. We integrate academics (English literacy, writing, public speaking, and environmental studies) with outdoor adventure. Originally based on the New York City Outward Bound leadership and literacy program, ARC engages English Language Learner and under-represented high school youth in rural California communities. Please read page three to learn about ARC's core values and guiding principles.

**LOCATION:** Fresno County and surrounding areas

**BASIC INFORMATION:** ARC will be hiring an Outreach Coordinator to organize and implement year-round outreach and youth development programming in the Fresno/Sanger region. This position could be full-time or part-time and will depend on the needs and strengths of the candidate.

**HIRING TIMELINE:** We want to fill this position as soon as possible. We will begin conducting interviews and references as applications are being submitted. We will stop accepting applications when the position is filled. Training for this position could begin as early as October 9, 2017.

**JOB DESCRIPTION:**

This position is responsible for the following:

- Coordinating in-school and after-school partnerships with Sanger Unified School District and Sanger High School administration and teachers
- Mentoring alumni of ARC summer courses and coordinating other mentoring pairs
- Planning, recruiting for, and facilitating one weekend retreat per month in locations such as Yosemite, Big Sur and Lake Tahoe
- Engaging with participants via school and home visits, social media, phone calls, and texts, in addition to regularly scheduled programming
- Engaging with parents and families of our participants through phone conversations and home visits
- Completing administrative tasks in a self-directed, autonomous manner in order to support programmatic responsibilities
- Establishing, nurturing, and maintaining cohesive working relationships with ARC staff, partner organizations and school districts, participants, and community members
- Ensuring all protocols and risk management guidelines are adhered to during program activities
- Monitoring program objectives through participant evaluations and tracking

**QUALIFICATIONS:** Work for ARC can be rigorous, often takes place independently, and requires a high level of professionalism, organization, and skill. No single qualification is absolutely required, but selection for hire will be determined based on preferred qualifications, which include:

- Enthusiasm and a strong work ethic
- Fluency in Spanish, both in writing and speaking
- Understanding of positive youth development
- Ability to effectively work within a diverse staff team
- Commitment to establish and strengthen cooperative relationships with youth participants, parents, co-workers, and community partners
- Capacity to manage a flexible work schedule and to work independently
- Excellent written and verbal communication skills
- Excellent organizational skills
- Prior professional experience using email, Microsoft Word and Excel
- Experience leading outdoor activities and/or teaching literacy or leadership curriculum
- Current WFR and CPR certification (which can be obtained after being hired by ARC)

**COMPENSATION:** Pay depends on experience and is negotiable. A very competitive benefits package is offered with this position, and salary increases for cost of living and performance are discussed annually. A two-year commitment is requested.

**TO APPLY:** Please e-mail your resume and a cover letter answering the questions below to Will Fassett at [will@adventureriskchallenge.org](mailto:will@adventureriskchallenge.org). For more information about our programs, please visit our website [www.adventureriskchallenge.org](http://www.adventureriskchallenge.org).

- 1) Tell us about your experiences with youth development and/or community development.
- 2) Describe your ideal co-worker. What qualities would best complement your strengths and areas of growth?
- 3) Describe your comfort level and experience with self-directed, autonomous work. If relevant, describe situations where you have had to work independently to complete administrative tasks.
- 4) Why do you specifically want to work for ARC?

## **Hiring Announcement and Job Description TAHOE OUTREACH COORDINATOR**

Adventure Risk Challenge (ARC) is a youth development nonprofit in Central and Northern California. Our mission is to empower underserved youth through integrated literacy and wilderness experiences. We integrate academics (English literacy, writing, public speaking, and environmental studies) with outdoor adventure experiences. Originally based on the New York City Outward Bound leadership and literacy program, ARC engages English Language Learner and under-represented high school youth in rural California communities. Please read page three to learn about ARC's core values and guiding principles.

**LOCATION:** North Tahoe & Truckee, CA

**BASIC INFORMATION:** ARC will be hiring an Outreach Coordinator to organize and implement year-round outreach and youth development programming in the North Tahoe & Truckee region. This position could be full-time or part-time and will depend on the needs and strengths of the candidate.

**HIRING TIMELINE:** We want to fill this position as soon as possible. We will begin conducting interviews and references as applications are being submitted. We will stop accepting applications when the position is filled. Training for this position could begin as early as October 9, 2017.

### **JOB DESCRIPTION:**

This position is responsible for the following:

- Coordinating in-school and after-school partnerships with North Tahoe High School & Truckee High School administration and teachers
- Mentoring alumni of ARC summer courses and coordinating other mentoring pairs
- Planning, recruiting for, and facilitating one weekend retreat per month in locations such as Yosemite and Big Sur
- Engaging with participants via school and home visits, social media, phone calls, and texts, in addition to regularly scheduled programming
- Engaging with parents and families of our participants through phone conversations and home visits
- Completing administrative tasks in a self-directed, autonomous manner in order to support programmatic responsibilities
- Establishing, nurturing, and maintaining cohesive working relationships with ARC staff, partner organizations and school districts, participants, and community members
- Ensuring all protocols and risk management guidelines are adhered to during program activities
- Monitoring program objectives through participant evaluations and tracking

**QUALIFICATIONS:** Work for ARC can be rigorous, often takes place independently, and requires a high level of professionalism, organization, and skill. No single qualification is absolutely

required, but selection for hire will be determined based on preferred qualifications, which include:

- Enthusiasm and a strong work ethic
- Fluency in Spanish, both in writing and speaking
- Understanding of positive youth development
- Ability to effectively work within a diverse staff team
- Commitment to establish and strengthen cooperative relationships with youth participants, parents, co-workers, and community partners
- Capacity to manage a flexible work schedule and to work independently
- Excellent written and verbal communication skills
- Excellent organizational skills
- Prior professional experience using email, Microsoft Word and Excel
- Experience leading outdoor activities and/or teaching literacy or leadership curriculum
- Current WFR and CPR certification (which can be obtained after being hired by ARC)

**COMPENSATION:** Pay depends on experience and is negotiable. A very competitive benefits package is offered with this position, and salary increases for cost of living and performance are discussed annually. A two-year commitment is requested.

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- 4) Why do you specifically want to work for ARC?