



Hiring Announcement and Job Description TAHOE OUTREACH COORDINATOR

Adventure Risk Challenge (ARC) is a youth development nonprofit in Central and Northern California. Our programs 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 be conducting interviews and references as applications are being submitted throughout the fall semester of 2017. We will stop accepting applications when the position is filled.

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. Base full-time salary is \$34,000. 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. For more information about our programs, please visit our website 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?

ARC's Core Values, as they pertain to staff

1. **INTEGRITY:** ARC staff will demonstrate **transparency and timeliness**. Transparency in our work takes many forms and is involved in communication with one another, with participants, with community partners, and more (including when there are near misses or a staff member has erred). Timeliness refers to on-time or early arrival to staff meetings and classes, meeting deadlines, following through on expectations, and creating a culture of punctuality.
2. **SERVICE:** ARC staff will **offer support** to co-workers and participants without being asked. We will focus our work on the youth and be **student-centered**. When making a decision, we will prioritize what is best for our participants.
3. **DETERMINATION:** ARC staff will be **resilient** in the face of challenges and barriers. When things don't go as planned, we will find alternatives and be flexible in meeting our outcome goals and effectively serving youth. We have a **strong work ethic** and are willing to work outside of traditional work hours to meet the needs of our participants.
4. **COMPASSION:** ARC staff will model **respect** and **empathy**. We will meet co-workers, students, and community partners "where they are" with the expectation of growth. We will consider others' feelings when communicating and provide affirmation and support when needed.

ARC's Guiding Principles, as defined by the Staff and Board of Directors

The following governing principles outline the values and commitments that ARC embodies in order to accomplish the vision and mission of the organization.

1. **Strength and Passion:** ARC identifies and encourages the strengths in each person and the passions that motivate them.
2. **Growth and Transformation:** ARC challenges everyone to continuously learn and reach their greatest potential.
3. **Inclusion and Equity:** ARC is an inclusive, collaborative organization that is relevant to the communities and cultures we engage.
4. **Mentorship:** ARC supports long-term relationships that foster accountability and personal growth.
5. **Authenticity:** ARC promotes transparency and genuine interactions at all levels of the organization.
6. **Stewardship:** ARC advocates for care of self, people and the natural world.
7. **Integrity and Excellence:** ARC holds high standards for everyone, modeling and expecting honesty and commitment.
8. **Sustainability:** ARC thinks strategically and uses data to guide the long-term health of the organization.