



Anchorage Outdoor School Coordinator Contract Position

About Anchorage Park Foundation

Anchorage Park Foundation (APF) builds *Healthy Parks & Healthy People* by mobilizing public support and financial resources for Anchorage parks, trails, and recreation opportunities. Anchorage Park Foundation addresses inequities in access to public land and encourages community stewardship of greenbelts, parks, and trails in Anchorage. The Anchorage Park Foundation is a leading partner in the Anchorage Outdoor School (AOS) program.

Anchorage Outdoor School is education through experience and exploration! Our mission is to cultivate lifelong stewardship of public lands in Alaska through place-based education. The Anchorage Outdoor School program is a collaboration between more than a dozen state, local, and federal organizations including the Anchorage Park Foundation, Kenai Mountains Turnagain Arm Heritage Area, Alaska Fish & Game, US Fish and Wildlife Service, Anchorage Museum, UAA, National Park Service, US Forest Service, and the Anchorage School District Health, and Physical Education Department. AOS is a 2-day, immersive school experience, for 5th graders within the Anchorage School District. Students spend two full school days in their nearest local park learning outdoor skills, recreation activities, history, science, and social-emotional skills. Currently programs are held for 6 weeks in the fall and 6 weeks in the spring, serving over 700 students.

Position Overview

The Anchorage Outdoor School Coordinator is an Anchorage-based contract position that will help coordinate logistics of planning and implementing Anchorage Outdoor School during the upcoming school year. The position will help with communication and scheduling of school groups and staff, present pre and post visits to participating schools, and provide onsite supervision of the program. This position is ideal for someone skilled at logistics and event planning, enjoys working with youth, comfortable working outdoors in all weather, willing to be silly, and flexible schedule.

This is an independent contractor position for the 2022/2023 academic school year with compensation not to exceed \$10,000. Contract start and end dates are flexible with the bulk of the work (up to 30 hours a week) occurring six weeks during September – October & mid-March – early May. The contractor reports to the Youth Engagement Manager and works collaboratively with all program partners. This role offers a flexible work environment, interaction with a variety of partners, and opportunity help expand this popular outdoor education program within Anchorage.

Major Responsibilities

- Assist in scheduling and coordination of schools, volunteers, and AOS partner organizations.
- Lead pre and post visit presentations for participating schools in spring and fall.
- Attend pre site visits to assist with identifying best locations for programming within a park.
- Help with weekly gathering, organizing, and purchasing of equipment and supplies for programing. Transport and assemble program supplies, outdoor tents, tables, and activity stations at parks across the city.
- Assist Youth Engagement Manager with site supervisor responsibilities during onsite

programming including tracking the schedule, basic first aid, singing songs, playing games, supporting presenters at each station, emergency response, and safety.

- Serve as a field educator and lead outdoor education programming to 5th graders when needed.

Required Qualifications

- First aid certification required.
- Basic computer skills required.
- Attention to detail and ability to solve problems quickly and responsibly.
- Must be physically able to carry program supplies and equipment such as, tents, portable tables and chairs, and containers weighing 30lbs.
- Must have a driver's license and transportation for work-related responsibilities.
- Must pass a background check.

Preferred Qualifications

- Experience leading youth programs as an educator, camp counselor, youth program manager, field educator, or other similar capacity.
- Ability to gain and hold attention of a group of youth and lead in songs and activities.
- Comfortable working entirely outdoors for extended periods in all weather conditions, while remaining high energy, positive, creative, and adaptable.
- Strong planning and organizational skills and ability to work independently, manage multiple priorities, and be a team player.
- Effective at clearly communicating logistics in person and writing to diverse groups.
- Professionalism and a willingness to learn what isn't known.
- A culturally responsive attitude and commitment to equity.
- A love of the outdoors.

To Apply

To apply for the Anchorage Outdoor Coordinator contract position, please send a cover letter, and résumé to Meredith@AnchorageParkFoundation.org. We encourage candidates to apply **by July 15, 2022**, however this position will be open until filled. Interested candidates may reach out to Meredith Gutierrez, Youth Engagement Manager at 907.351.0055 to discuss the position.

The Anchorage Park Foundation is an inclusive organization grounded in respect for differences and encourage applications from all qualified individuals without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, ability, or veteran status.