



## **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.

Outdoor School is a popular experiential learning program offered to Anchorage School District 5<sup>th</sup> grade students. Students spend two full school days outdoors learning science, history, outdoor skills, leadership, problem solving, and socio-emotional skills while engaging directly with Alaska's natural resources. Outdoor School is designed as an immersive hands-on learning experience that focuses on place, meaning students engage in their community, directly with their physical environment, local culture, history, and people. The goal is to inspire continued learning and stewardship of Alaska's natural resources. The program consists of a pre-visit conducted in the classroom, followed by two days of fields studies led by local natural resource professionals in a nearby park or green space, and a post visit follow up in the classroom. This program is delivered to six schools over six weeks in the fall and spring serving more than 700 students each year.

### **Position Overview**

The Outdoor School Coordinator is an Anchorage-based contract position that will help coordinate logistics of planning and implementing Outdoor School during the spring 2023 session. 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 2023 spring session with compensation not to exceed \$4,000. Contract start and end dates are flexible with the bulk of the work (up to 30 hours a week) occurring six weeks during 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 partner organizations.
- Lead pre and post visit presentations for participating schools in spring 2023.
- 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 programming. 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 5<sup>th</sup> 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 Outdoor School Coordinator contract position, please send a cover letter, and résumé to [Meredith@AnchorageParkFoundation.org](mailto:Meredith@AnchorageParkFoundation.org). We encourage candidates to apply **by Feb 8th**, 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.