



the Service Board JOB DESCRIPTION

JOB TITLE: Outdoor Coordinator (Seasonal, Jan - May)

REPORTS TO: Program Manager

DIRECT REPORTS: N/A

As a youth-led organization, **the Service Board (tSB)** builds community through the power of youth. For over 27 years, tSB continues to develop and implement culturally relevant programming for high school-aged youth from historically marginalized communities (BIPoC, LGBTQAI+, low-income, immigrants, refugees, foster care, houseless) in King County. Our programming facilitates equitable access for youth to traditionally inaccessible outdoor activities with a focus on snowboarding in combination with community service projects, adult mentoring, social and environmental justice education.

We are looking for a Seasonal Outdoor Coordinator to join our team! This part time operational position is critical to the successful implementation of our program and will:

- Collaborate once weekly with Program Manager to understand and implement outdoor programming
- Execute day-of operations, timelines and logistics for outdoor activities
- Serve as the day-of point of contact for participants and volunteers during outdoor activities
- Assist staff in maintaining program participant records (attendance, etc.), disbursing lunches and supplies, and monitoring participant well being.
- Observe and maintain tSB safety procedures during outdoor activities, including first aid, incident documentation and emergency procedures.

REQUIRED QUALIFICATIONS AND DESIRED SKILLS

- Associate's Degree in any field or equivalent experience/education.
- Some prior experience with nonprofits, particularly in youth development, preferred.
- A clear communicator with strong interpersonal skills (*both with individuals and groups*)
- Enthusiastic demeanor that takes initiative and possesses a high tolerance for ambiguity
- Experience with, and understanding of, the diverse communities we serve
- Passion for the mission and values of tSB – mentoring, service, social justice and outdoor adventure
- A valid driver's license, clean driving record and the willingness to drive a 12-passenger vehicle.
- Ability to stand for long periods and lift up to 50lbs

COMPENSATION AND BENEFITS

- 8 - 15 hours per week
- \$25 - \$30 hourly, dependent on experience
- Season Pass/Lift Tickets to Stevens Pass

TO APPLY

Please submit a resume and cover letter to info@theserviceboard.org. Interviews will be conducted on a rolling basis.

tSB is an equal opportunity employer and is committed to fostering an environment that welcomes and embraces equity, and in compliance with applicable laws, tSB does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, genetic information, sexual orientation, gender identity or expression, or marital status. Candidates of color and familiar with our programs are strongly encouraged to apply.