



## MANICE EDUCATION CENTER

### Wilderness Program Coordinator

**Organization/Program Description:** [www.christodora.org](http://www.christodora.org)

The Manice Education Center (MEC), located in the heart of the Berkshire Mountains in Western Massachusetts. MEC operates experientially focused and high-quality environmental education, wilderness camping, and leadership programs from May through October, in a unique outdoor setting with a staff to student ratio averaging 1:6.

**Position Availability:**

MEC Summer Session: June 4 through August 26, 2012

- Position starts 2 wks. before summer staff arrive to prepare for trainings, scout wilderness trips, and inventory/order supplies.

**Responsibilities:**

Two Wilderness Program Coordinator's (WPC's) will jointly be responsible for effectively coordinating all aspects of a safe and educational delivery of the wilderness adventure programming at MEC for each of the four summer sessions offered to junior and senior high school students from New York City. The wilderness expeditions are sequentially tailored by age, maturity, and ability.

- Managing the Wilderness Trip Program (WTP), Equipment Room Manager, and up to five Wilderness Trip Assistants. Wilderness Trip Assistants are high school aged program alumni who will assist in the coordination of all pre-trip preparations, post trip logistics, and attend the wilderness trips along with the Outdoor Educators and Educator Assistants.
- Develop all trip itineraries, including risk management planning, for 1-5 day backpacking and canoeing trips in the Western MA, Eastern NY, and Southern VT regions and submit to the Director for final acknowledgement before trip departures.
- Secure necessary backcountry permitting and scouting reports for all scheduled trips.
- Assist in transportation to and from wilderness trips and camper transportation to and from New York City.
- Report weekly to the Director regarding trip effectiveness, outcomes, and overall efficiency of the WTP. Provide administrative support for summer programs.
- Assist in development and delivery of training programs to provide competency acknowledgement for necessary hard and soft skills educators will utilize in the field.
- Provide field based program leadership by visiting or leading wilderness trips as necessary.
- Provide consistent program support through: on-call availability and response during trips, supervisory responsibilities of the Center's daily programming, serving as an interim outdoor educator as needed, assist in coordinating Center wide activities and field trips,
- Mentorship and leadership of student employees, staff, and program participants.

**Qualifications:**

- Adventurous spirit, willingness to learn, passion for the outdoors, and enjoys connecting with urban youth.
- Prior experience in backpacking and/or canoeing in the wilderness with youth. Outdoor leadership and/or wilderness navigation certifications a plus.
- Experience coordinating all aspects of overnight wilderness trip logistics.
- Wilderness First Aid, CPR, Waterfront Lifeguard Certification. Wilderness First Responder Certification Preferred. WFA, CPR, and Lifeguard Certification courses are available in June at MEC.
- Valid Driving License, clean driving records, and ability to pass high occupancy vehicle training provided at MEC.
- Ability to work non-traditional hours and commit the summer to successfully supervising all aspects of MEC's wilderness program.
- Background clearances and medical physical required. Initial drug screening may be required.

**Salary/Benefits:**

- Lodging (cabin tents), basic amenities, and excellent food service provided.
- Seasonally contracted weekly salary, worker's insurance, paid work related transportation, communications, and gear discounts.
- *Enjoy living in a unique outdoor setting, and be a part of a one hundred-year tradition of developing a constructive, supportive community through hard work, play, and dedication to our mission.*

**TO APPLY:**

Send cover letter, resume, and 3 reference contacts (feel free to add wilderness, leadership, and education portfolios) to Matthew Scholl, M.E.C. Director @ [employment@christodora.org](mailto:employment@christodora.org); or mail to: M.E.C. 68 Savoy Road, Florida, MA 01247; Tel.: 413-663-8463; Fax: 413.663.5399.