



*Inspire. Educate. Equip.
We remove barriers and
create access to
outdoor experiences.*

Title:	Young Adult Program Coordinator
Reports to:	Director of Diversity, Equity, and Inclusion
Location:	Southside; Pittsburgh, PA
Employee Status:	Full-Time, Regular, Salaried, Non-Exempt, Benefits
Hours:	40 hours per week, flexible schedule to include evenings and weekends
Wage:	\$34,000 annually

POSITION SUMMARY

The **Young Adult Program Coordinator** is responsible for developing the Venture Outdoors young adult outings (ages 18–24) through building partnerships and strategic marketing. They will book group outings and grant- or sponsor-funded initiatives. The following responsibilities have been initially defined; however, flexibility, positivity, and a willingness to participate in the development of the department are needed to succeed in this position.

We recognize that not all parts of the outdoor industry fit exactly into the categories as outlined. As such, we highly encourage anyone who doesn't see themselves fully represented in the below tiers to apply. Your experience may not fit neatly into a category, but that does not mean it is not welcome in the program.

DUTIES AND RESPONSIBILITIES

- Cultivate the young adult program by establishing and maintaining relationships with community groups, universities, trade schools, and non-traditional young adult pathways
- Oversee the scheduling and booking of young adult outings which includes developing program pricing estimates, creating service agreements, and communicating invoice needs to the operations staff
- Co-lead the facilitation and development of a career exploration program
- Ensure all young adult outings are fully staffed, including the scheduling of part time employees, outdoor educators, and full-time staff
- Assist in budget development
- Assist with curriculum development for skill builder courses
- Assist in establishing, aggregating, and evaluating KPI's related to Venture Outdoors' Diversity, Equity, and Inclusion initiatives

- Other duties as assigned

QUALIFICATIONS

- Strong administrative and organizational skills
- Ability to work in diverse teams or with a diverse range of people
- Ability to work creatively and constructively with staff to create a team environment
- Ability to plan, organize, and prioritize work while managing multiple deadlines in a continually changing work environment
- Ability to work well independently and be a part of a team
- Ability to take initiative and produce results
- Dedicated and committed to the mission of Venture Outdoors

REQUIREMENTS

- PA State Act 34/151 Background Clearances and FBI Background check (must acquire prior to employment)
 - Note: a finding on the criminal background clearances is not an automatic disqualification, but rather a conversation starter
- Flexibility to work where necessary on the weekend, evening, and holiday hours
- Proof of COVID-19 vaccination or religious/medical exemption
- Current CPR and First Aid certifications*
- Completion of Venture Outdoors' Outdoor Leadership Training*

*Can acquire upon accepting position

BENEFITS

- Medical, Dental, Vision, Life Insurances
- 15 days paid vacation annually; 8 days paid sick time annually
- 10 paid holidays annually (these days are not prescribed by Venture Outdoors but provided to employees to use as they wish to best fit their values and beliefs)
- 8 hours of paid volunteer time per month to be used as employees see fit
- All primary and general election days are paid time off
- Parental Leave program
- Paid winter shutdown between December 26-January 1
- Paid professional development
- Flexible work environment

- Free kayaking!

EQUITY RESPONSIBILITIES

- We commit to the equitable treatment of our colleagues, participants, and community members by valuing their rights, dignity, voice, and expression
- We welcome and respect the diversity of individuality such as race, sex, gender identity, ability, culture, and religion
- We recognize the human right for all individuals to be respected and accepted without bias
- We commit to an organizational responsibility to build individual and community respect, dignity, fairness, care, and equality
- We strive to understand the role our system plays in perpetuating exclusion, and to address the dynamics that support it
- We understand that accountability is mutual and reciprocal in order to continually learn and improve
- We believe that Diversity, Equity, and Inclusion extends beyond the workplace and encourage all to continue personal development alongside the organization
- We require organizational staff and participants to encourage a culture of belonging and consider the entire experience and the ecosystem that supports
- We will not tolerate explicit and implicit forms of racism, sexism, classism, xenophobia, ageism, and/or ableism
- We will not accept the use of racial or gender biases and require staff to implement inclusionary practices within their duties and program design

HOW TO APPLY

Application submission deadline is 5:00 PM on Friday, February 11th, 2022.

Relevant candidates will be contacted for first interviews after that date. No phone calls or emails please. Submit a resume, cover letter, and list of references via the job posting found at ventureoutdoors.org/about/employment-opportunities.

This position has an anticipated hire date of March 14th, 2022.

Venture Outdoors is an equal opportunity employer committed to diversity, equity, and inclusion.