

JOB OPENING ANNOUNCEMENT

Job Title: Field Coordinator

Reports To: Program Manager

Department: Attorney General

Job Vacancy: YAN-19-012

Status: Part-time (24 hrs); Non-Exempt

Starting Wage: \$20.00 per hour

Opening Date: 02/11/2019

Closing Date: 03/01/2019

POSITION DESCRIPTION:

This position will oversee risk management and logistical coordination of all field operations related to the Yavapai-Apache Nation's preventive outdoor education program, as administered through the U.S. Department of Education. This position is funded through a four-year grant.

QUALIFICATIONS:

- BA / BS or equivalent in related field;
- Minimum of 5 years outdoor field experience, including some time in a supervisory role;
- Current CPR and WFR certification;
- Working knowledge of implementing trauma-informed programming; and
- Strongly preferred: two+ years program / administrative experience.
- Must have valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Work directly with Program Manager to plan and lead outdoor trips ranging from half day to multi-day trips, up to three weeks.
- Work closely with the Program Manager and Community Coordinator to seek out opportunities to incorporate cultural programming and implement it.
- Implement and facilitate in school curriculum (1 hour a week) and after school curriculum (1- 3 hours per month).
- Teach a variety of intensive, LNT camping skills and oversee details of all outdoor programs including but not limited to: planning menus, itineraries, and lesson plans; budgeting for expenditures; reviewing risk and creating emergency plans; documenting trips through logs and photos; prep / clean-up of gear.
- Oversee risk management of all field operations.
- Assist in selecting field instructors and volunteers.
- Schedule, evaluate, support and supervise all field instructors and volunteers.
- Develop and implement program philosophies, role model healthy communication and provide a steady, service-driven leadership presence.
- Assist in purchase and storage of gear.
- Provide both on-call and emergency response support and leadership.
- Some travel is required for industry conferences / symposiums as well as ongoing personal and professional development.
- Maintaining statistics and keeping records of all outdoor activities for grant compliance.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

