

## JOB OPENING ANNOUNCEMENT

**Job Title:** Lead Outdoor Wellness Coordinator      **Report To:** Program Manager  
**Department:** Youth Outdoor Wellness Program      **Job Vacancy:** YAN-22-032  
**Status:** Full-Time; Non-exempt      **Starting Wage:** DOE  
**Opening Date:** 6/6/2022      **Closing Date:** 6/17/2022

### **POSITION DESCRIPTION:**

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 Health and Human Services, Administration for Children. This position is funded through a grant. This position is full time in 40 hours per week, a full-time position with full benefits, as listed below.

### **QUALIFICATIONS:**

- BA / BS or equivalent in related field;
- Minimum of 3 years' outdoor field experience, including some time in a supervisory role;
- Current CPR and WFR certification;
- Strongly preferred: two+ years program / administrative experience.
- Must have valid Arizona Driver's License, 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.
- Work closely with the Program Manager to seek out opportunities to incorporate cultural programming and implement it.
- Implement and facilitate after school tutoring 3 times per week, 1-2 hours.
- 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.
- Provide youth activities for all ages, that provide fear facing challenges, self-esteem building, mentoring for youth of all ages.
- Work directly with community and families, to provide positive interaction during outdoor educational trips, activities that will focus on developing resiliency through personal skills interpersonal skills such as teamwork,

- cooperation and respect.
- Maintaining statistics and keeping records of all outdoor activities for grant compliance.

### **Physical Requirements**

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms.

**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](http://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**