



Job Description: Administrative Coordinator

This year-round, part-time position undertakes logistical coordination of Yampatika's summer and winter programs, including adult field school, kids camps, weekly hikes and snowshoe tours, school programs and speaker series. The Administrative Coordinator works directly with the Program Committee of the Board of Directors, the Lead Naturalist and reports to the Executive Director.

Responsibilities:

Program Coordination

- Coordinates logistics of Yampatika's interpretive and educational programs
- Leads in program scheduling, staffing, registration, paperwork, and payments
- Works as a team member with the Program Committee, staff, volunteers & board
- Maintains accurate records on all elements of Yampatika's programs and open communication with program participants and program staff
- Schedules summer, winter, school and special request programs
- Schedules and coordinates guest instructors and volunteers
- Assists volunteer coordinator with training and maintaining relationships with volunteers
- Participate in staff trainings & meetings

Program Development

- Collaborates with the Program Committee of the Board of Directors to develop a vision, prioritized plan and calendar for programs
- Links Yampatika with community needs and opportunities

Nature Store Operations

- Assists with operations of Nature Store and interpretive displays including maintenance of interpretive displays, retail sales, program registration, and communicating with visitors
- Assists seasonal Naturalists with overseeing program resources including safety equipment, teaching supplies, specimens, and library books

Communication/ Marketing

- Provides program descriptions and information for Yampatika publications and website
- Coordinates with the press to publicize Yampatika's events in the local newspaper, on the radio and on television.

Qualifications

- Passion for Yampatika's mission
- Strong organizational and communication skills
- Working knowledge of Microsoft Office programs and the Internet
- Familiarity with current technology (i.e. web-based software, databases, etc).
- Current driver's license and safe driving record for the past 5 years
- Current CPR certification
- Flexibility and willingness to accept new tasks

- Ability to work in small, busy office environment
- Interest in Rocky Mountain ecology and geography
- Bachelor's degree in environmental science/natural history/non-profit management a plus
- Experience and interest in the field of interpretation/environmental education a plus
- Graphic design experience and working knowledge of graphics software a plus
- Ability to work evenings and weekends on occasion.

This is an entry-level position that could grow into a full-time position. Hours are 8am-2pm Tuesday to Friday.

To apply send cover letter, resume and three references to:

Sonja Macys
Executive Director, Yampatika
Sonja@yampatika.org
Or fax to 970-870-2284

NO PHONE CALLS PLEASE

About Yampatika

Yampatika is a not-for profit organization whose mission is to inspire environmental stewardship through education. We fulfill our mission in by implementing hands-on inquiry-based educational programs; advocating conservation and the sound use of natural lands and cultural resources; and strengthening connections to natural and cultural environments through place-based education.

Yampatika was established in 1992 as the "Yampatika Outdoor Awareness Association" by a group of community members and government agencies that sought to provide environmental interpretation in a rural setting. Today, Yampatika continues to rely on private individuals and government entities and our collaborative efforts have grown to include partners in the private sector and the school systems in both Routt and Moffat Counties.

Other Information

1. Yampatika is an equal opportunity employer
2. Position is open until filled
3. Pay depends on experience
4. General information about Yampatika is available at www.yampatika.org