



Stevenson-Carson School District Job Description

2021 Forest Youth Success (FYS) Program Coordinator

The position is under the general supervision of the Superintendent of the Stevenson-Carson School District and works in conjunction with Washington State University Skamania County Extension Office's FYS Technical Advisor. The Forest Youth Success (FYS) Coordinator shall develop and oversee the FYS program and perform related work as required or assigned. ***Note: Additional responsibilities re: COVID-19 risk management will be added as the program details are worked through with the district and public health***

General Responsibilities:

- Manage day to day operations of the FYS program and provides direct oversight of FYS students and FYS crew leaders during the main program season.
- Implement the FYS program in accordance with the requirements of the grants and funds provided by local, state, and federal governments as well as non-profit partners.
- Coordinate with Washington State University Skamania County Extension Office's FYS Technical Advisor to ensure all aspects of FYS are handled with a high level of preparation and implementation.
- Promoting and strengthening partnerships between local schools, WSU Skamania County Extension, Gifford Pinchot National Forest, other public land agencies and community stakeholders.
- Promote opportunities for student learning, educational and vocational training, interpersonal development and sense of stewardship for public lands and natural resources.

Major Duties:

- Coordinate with federal and state public land and resource management agencies and non-profit partners to accomplish projects that meet ecosystem and recreation objectives using student crews.
- Implement the summer schedule (developed by the FYS Technical Advisor) to include projects for all crews, trainings for staff and participants and award ceremony.
- Train adult leaders to work with student crews.
- Train students for summer project work positions.
- Supervise FYS staff and students during the main project season, including making site visits to project sites.
- Work with crew leaders and students to promote consistency and quality in work and conduct.
- Serve as a backup crew leader in the event of an absence of a crew leader.
- Partner with WSU Skamania County Extension to promote 4-H life skills using the 4-H Portable Challenge Program and the 4-H experiential model. Understand and follow the Washington 4-H policies and procedures.
- Coordinate with Mt. Adams Institute on administrative and contractual agreements as they apply to Forest Service partnership agreements, including project accomplishment forms and reports.
- Provide leadership and training to all project staff.
- Complete accomplishment reports to Forest Service, County Board of Commissioners, School Board, and WSU as required.
- Collect photos, student reflections and compelling stories from the season to share with the community and partners.
- Update and maintain FYS website and social media accounts.
- Attend meetings as necessary with local, county, state and federal groups to facilitate and promote the FYS program.
- Develop an organizational system necessary to fulfill administrative duties of the program including management of timesheets, compliance with state and federal work standards, and other paperwork associated with the program and its employees.

Other Duties:

- Travel as required to support program goals and job functions. Mileage reimbursement is available.

Required Skills and Qualifications:

- Experience in educational settings working with students, parents, staff and stakeholders.
- Ability to work with groups to educate, train, motivate, and facilitate program goals.
- Skill/experience working with at-risk youth.
- Demonstrated experience assessing and mitigating risk in an outdoors work setting.
- Interpersonal communication skills with adults and youth.
- Technology ability including creating reports and presentations.
- Oral and written communication skills.
- Organized and committed to following through with duties.
- Able to perform in a flexible work schedule.
- Regular and reliable attendance.
- Current driver's license, automobile insurance, and ability to pass driver and background checks.
- Must be able to meet physical job requirements with or without reasonable accommodations.

Preferred Skills and Qualifications:

- Experience in experiential education, ecology, natural resource management.
- Experience working or managing field crews.
- Experience working with local, state and federal governmental agencies.
- Bachelor's degree or higher in science, education, or related subject areas.

Supervisory Controls:

- The Coordinator works under the general supervision of the Stevenson-Carson School District Superintendent and FYS Advisory Board and works within the limits of Stevenson-Carson School District, Washington State University Extension Skamania County, and Forest Service policies.

Working Conditions & Physical Requirements:

- The work requires physical exertion including lifting and hiking both on and off trails over rough, steep, and uneven terrain. Travel will be required to schools, work sites and camp sites.

Employment Information:

Location: Stevenson-Carson School District, Skamania County

Assignment: Seasonal/Temporary Employment approximately 11 weeks beginning in mid-June and ending in August. 40 hours per week

Salary Range: Competitive hourly wage, starting at \$19/ hour.

Program Contact: Somer Meade, FYS Technical Advisor, 509-427-3932, fys@scsd303.org

The District shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Chapter 28A.640 RCW Officer Ingrid Colvard; Section 504 Coordinator Ingrid Colvard or ADA Coordinator Ed Farrell, Stevenson-Carson School District, PO Box 850, Stevenson, WA 98648; telephone (509) 427-5674.