



Job Announcement: Program Associate, Course and Gear Library Operations

Bay Area Wilderness Training (BAWT) is a project of the Earth Island Institute. Our mission is to create equitable access to outdoor experiences for youth of color and low income youth. BAWT envisions a world where all youth have access to the wilderness. We believe that youth, once exposed to the wilderness, have a broadened sense of themselves, one another, and the world around them and are better prepared to lead social and environmental change. Our three organization values include: social justice, environmental stewardship, and community empowerment.

BAWT plays a key role in providing access to the outdoors for over 10,000 youth each year. Over 85% of youth gaining access to the outdoors through BAWT supported trips are youth of color and 74% are low-income. BAWT seeks to build a strong and talented team with the skills and experience to serve the diverse needs of our clients and communities. BAWT is an equal opportunity employer and women, people of color, people of low-income backgrounds, and members of the LGBTQ community are encouraged to apply. All applicants will be evaluated based on their unique skills and attributes.

Position Summary:

Program Associate will directly report to the Bay Area Wilderness Training (BAWT) Gear Library & Operations Manager and will support ongoing operations of the Oakland, San Francisco, and South Bay (Milpitas) outdoor equipment gear libraries. The highest level of independence is expected. Initiative and a proactive approach are a must. The top priority responsibilities associated with this position are as follows: gear inventory control and maintenance, coordinating gear pick-ups and drop-offs, trip report & invoice tracking, client (teacher & youth worker) support and correspondence, client recruitment and relationship management, volunteer outreach and support, and efficient operations overall. Program Associate will work closely with a second Program Associate. Both will run gear library operations. This position will also support outdoor leadership courses through logistical support, co-facilitation of outdoor education trainings, and more.

How to apply

To apply: Please send resume, cover letter, and contact information for three references to jobs@bawt.org with subject line "Application: Program Associate Position". Please apply as soon as possible, we are utilizing a rolling application process. Position open until filled.

Employment Status: Regular full-time, non-exempt, 40 hrs/week, hourly pay with benefits

Desired Start Date: September 15, 2019 (with 1-2 weeks flexibility on either side)

Compensation & Benefits: \$16-18 per hour. This position includes 100% employer-paid health, dental, and vision benefits, vacation, holiday and sick pay, including a paid holiday week between Christmas Day and New Year's Day.

Other Benefits: Professional development, free outdoor leadership training, discounted wilderness medicine training, access to free outdoor equipment for personal use with friends and family, new and used gear, access to pro-deals with over 400 outdoor companies, work in a high energy, fun environment

Application Deadline: August 15, 2019 (position is open until filled). **Work Locations:** Oakland (primary BAWT office), San Francisco (Excelsior District), and occasionally South Bay (Milpitas)

Weekly work schedule: Monday through Friday, generally 10am-6pm, with occasional later hours on Wednesdays (until 9pm) and occasional weekends.

The work schedule is subject to change at the determination of the Program Director.

Requirements

- Ability to report to three job sites in Oakland, San Francisco, and occasionally Milpitas
- Must be 18 years of age and possess a current CA driver's license and a clean driving record; employment offer is contingent on clearance of a background check by insurance carrier (ex: minimum of two years driving experience, no DUI in past 4 years, etc.)
- Required to drive a vehicle to conduct work duties
- Ability to perform work while standing, squatting, kneeling, climbing ladders, using computers
- Ability to frequently lift, carry, and position objects weighing up to 50 pounds
- Must be able to work up to one evening per week and one weekend per month, to be set with advanced notice
- The offer of employment, and employment, is contingent on the results of a fingerprint screening with the Department of Justice and FBI (LiveScan or similar)

Desirable & Preferred Skills, Qualities, and Experiences

- Experience working or living in a multicultural environment
- Desire to work with a diverse community of staff, volunteers, and clients
- Attention to detail and takes pride in creating organized, efficient, and clean work spaces
- Has experience working on computers and using basic programs (Word, Excel, Gmail)
- Self-directed and motivated to initiate work for yourself, interns, and volunteers
- Ability to communicate effectively in-person, over the phone, and in email
- Enjoys outdoor recreation and has some experience with backpacking and/or camping
- Interest to learn and teach new skills especially related to gear repair and maintenance
- Commitment to increasing diversity, equity, and inclusion within the organization, with our clients, and within the outdoor community as a whole
- Experience facilitating activities or meetings with groups of adults.
- Interest in outdoor education and experiential learning.

Key Responsibilities

Gear Library Management:

- Management, inventory, and repair of all outdoor equipment in Oakland, San Francisco, and South Bay gear libraries
- Processing all equipment reservations (Oakland, San Francisco, & South Bay)
- Processing & soliciting equipment donations
- Maintaining an organized and orderly Gear Library (Oakland, San Francisco, and South Bay)
- Work with and coordinate tasks for interns and volunteers
- Coordinate monthly gear library volunteer program, Gear Corps
- Ability to report directly to the Oakland, San Francisco, and the Milpitas office as determined by the Gear Library & Operations Manager
- Implement new systems to improve gear library inventory control and gear maintenance
- Use a vehicle to transport gear and supplies between work and other locations
- Use a vehicle to perform general errands to support the overall organization at the request of a supervisor
- Other duties as assigned by Gear Library & Operations Manager or Program Director:

Administrative & Client Support & Outreach

- Support all BAWT clients (teachers and youth workers) by helping them connect to future trainings and trip planning resources
- Monitor client trip reporting information in the BAWT's database and some minor data entry
- Monitor keeping BAWT.org program pages up to date with dates, times, pricing, and contact information
- Assist Gear Library & Operations Manager with ordering gear for all BAWT gear libraries
- Outreach and communications for the Gear Corps program – Gear Corps is a monthly volunteer program
- Monitor invoicing for lost and damaged gear
- Assist with outreach at events & tabling opportunities
- Attending meetings on behalf of BAWT at the request of the Gear Library & Operations Manager
- Assist with communal office administration tasks: answering the phone, welcoming visitors, etc.

- Serve as a liaison between administration at June Jordan School for Equity and City Arts & Technology High School (site of San Francisco gear library) and BAWT
- Build relationships with teachers at June Jordan School for Equity and City Arts & Technology High School
- Coordinate and support high school interns at SF Gear Library
- Other duties as assigned by Gear Library & Operations Manager or Program Director

Workshop, Course & Logistical Support:

- Assist the Gear Library & Operations Manager and the Program Director with the logistics and gear for all workshops and courses, including but not limited to using a vehicle to pick up or drop off supplies necessary for the courses
- Lead Gear Orientation (GO!) workshops
- Attend at least two outdoor leadership trainings each calendar year and support instructors in their facilitation
- Support planning and facilitation of Instructor Retreat
- Assist course instructors with pre-trip prep and post-trip clean-up as needed.
- Support Gear Library & Operations Manager with course coordination including making campsite reservations, communicating with participants before and after trips, and conducting outreach.
- Work with Program Director and Course Coordinator to update course materials.
- Other duties as assigned by Gear Library & Operations Manager or Program Director