



# NOW HIRING

## Seasonal Overnight Coordinator

Application Deadline: February 20, 2023

**Job Title:** Seasonal Overnight Coordinator

**Department:** Education Department

**Reports to:** School, Youth & Family Programs Manager

**Classification:** Seasonal Contract, 1.0 FTE, Exempt

**Employment Dates:** March 20, 2023-September 1, 2023

**Compensation:** \$880 per week, plus overnight stipend \$75/ night.

**Typical Schedule:** Overnight weeks: Wednesday-Friday, plus 4 hours flex hours Monday-Tuesday. Non-overnight weeks: Monday-Friday

## About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 172-acre wildlife sanctuary next to Forest Park, just minutes from downtown Portland.

The goal of Portland Audubon Education is to build inclusive flyways between joy, learning and advocacy in nature. Through school programs, camps, adult classes, trips, youth leadership, free events and deep collaborations, we expand access to the outdoors; amplify connections between birds, people and place; and create opportunities for all people to love and care for the natural world in ways that are meaningful for them. In partnership, we strive to nurture just communities working together to make a difference.

Just as birds connect landscapes across an ecosystem, we understand our work in a rich context of cultural communities, neighborhoods and networks across our region. We seek to build connectivity, common purpose and collective impact through collaboration. We value the profound legacy of stewardship that people who are Black, Indigenous and People of Color have brought to this work for generations, and we see partnership and mutual aid as essential to everything we do. We're grateful to spend our days exploring, laughing, and looking up in wonder, and we believe joy is a powerful driver of change, both personal and collective. Together, we hope to foster a lasting, resonant sense of place in the outdoors, and invite everyone to take action for conservation in their own community and throughout the Pacific Northwest.

# Seasonal Overnight Coordinator

## Position Summary

Portland Audubon's Overnight Coordinator is a passionate nature enthusiast and relationship builder excited to facilitate collaborative, fun overnight and camp programs with children from all socioeconomic and cultural backgrounds. As Overnight Coordinator, you'll join a diverse team leading 3-4 day Outdoor School overnights at our cabin outside of Sandy throughout the spring. During the summer, you'll support 3-day overnight programs with middle school campers, as well as day camps for children of all ages.

You're someone with experience in outdoor education or teaching in an informal setting (e.g. camps, parks, museums, community centers or comparable spaces), especially in socioeconomically and racially diverse environments. Knowledge of ecology or natural history is vital, and familiarity with the Pacific Northwest is ideal. You're excited to take a lead role overseeing logistics for overnight experiences for middle schoolers at our Marmot Cabin outside of Sandy, both during the school year and over the summer. You're ready to assist the Education team in orienting and mentoring our seasonal educators as they support overnight experiences. You have a passion for cultivating each child's personal connection to the natural world.

All of Portland Audubon's camps are sliding scale, and we're committed to building a community that mirrors the full diversity of our city. As Overnight Coordinator, you'll also mentor a team of young adults from Portland Audubon's Green Leaders program, a partnership with Hacienda Community Development Corporation, and support a Bridge to Outdoor School initiative with ELSO, Inc. to build a more resonant and welcoming outdoor school experience for students and families from working class communities of color. It's essential that the Overnight Coordinator have a strong comfort working in multiracial teams, a dedication to creating an anti-racist learning environment, and a commitment to advancing equity and inclusion through their practice. Candidates with lived experience working with youth of color, immigrants, and people from working class families are highly encouraged to apply.

## Essential Duties & Responsibilities

- Collaborate with a team to facilitate 3-4 day overnight Outdoor School programs at Marmot Cabin in Sandy, Oregon
- Collaborate with a team to facilitate the 3-day overnight portion of Archery & Wilderness camps for middle schoolers at Marmot Cabin
- During non-overnight weeks, support day camps for all ages at our forest sanctuary in NW Portland
- Coordinate logistics for overnights including food shopping, prepping and resetting the space, and problem-solving regarding Marmot Cabin facilities as needed
- Support the emotional and physical needs of the students and campers while on overnight programs, including age-appropriate behavior management strategies when needed
- Act as point person should issues arise during overnight hours
- Support Education staff in the training and mentoring of educators and assistants, especially as it pertains to overnight experiences

## Preferred Skills & Experience

- 2+ years of experience leading programs with children of diverse ages and backgrounds
- 2+ years of experience leading programs in informal or outdoor settings, some overnight experience preferred
- 2 + years of experience facilitating positive behavior management with youth
- Demonstrated cultural competency and enthusiasm for working with diverse populations, including communities of color, immigrants, and underserved communities
- Knowledge of general forest ecology, Pacific Northwest natural history preferred
- Experience arranging program logistics such as transportation, food, and equipment
- Comfort leading programs in the field and in remote settings, including overnights
- Able to work weekdays, including overnight programs at least three days a week many weeks
- Second language abilities in addition to English (Spanish, Mandarin/Cantonese, Vietnamese, Somali, Russian) desirable. Native speakers preferred
- Experience as a young adult participating in youth development programs with a focus on environmental fields desirable
- Bus driving experience or willingness to learn desirable

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## Work Environment and Requirements

- Ability to hike 1.5 miles on uneven terrain
- Must possess a current driver's license
- Must be able to transport Audubon teaching materials throughout the Greater Portland Area
- Ability to be certified in Basic First Aid and CPR
- COVID-19 vaccination is required due to our work with Portland public schools
- Ability to follow COVID-19 safety procedures and guidelines
- Willingness to be trained and certified for CDL (Commercial Driver's License) is desirable but not required
- Ability to lift up to 40 pounds to waist level, lead programs in remote settings and/or overnight experiences
- May require constant bending at times

## Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advancing its diversity goals; and empowering people to make positive changes in their community and environment. More background on our diversity efforts can be found at [audubonportland.org/about](https://audubonportland.org/about).

## How to Apply

**ONLINE SUBMISSIONS PREFERRED:** Apply online at <https://portlandaudubon.bamboohr.com/jobs/>

**If online submission isn't possible, please submit via US Postal Service:**

Please send your resume, cover letter and the [application](#) found on our website to:

Human Resources  
Portland Audubon  
REF: Seasonal Overnight Coordinator  
5151 NW Cornell Road  
Portland, OR 97210

**APPLICATION DEADLINE:**  
on or before Monday, February 20,  
2023 at midnight.

**Questions?** Contact us at [jobs@audubonportland.org](mailto:jobs@audubonportland.org)



Sandhill Cranes, photo by Tara Lemezis

## Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

One of Portland Audubon's priorities is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff.