



# NORTHERN SUSITNA INSTITUTE

REAL LEARNING IN THE REAL WORLD

## **Employment Opportunity:**

Seasonal Program Director

early June through early August 2018 (TBD)

## **Description**

Northern Susitna Institute (NSI) is a non-profit organization providing nonformal education to students of all ages. NSI is seeking a Summer Program Director to work primarily with the *Wild Wonders!* summer outdoor and experiential education program. Each *Wild Wonders!* session has a unique theme focused on an outdoor or environmental education topic, while embedding teambuilding elements.

NSI is located Talkeetna, Alaska, a small, rural town with a vibrant community based on an outdoor adventure, tourism, and artisan economy. In addition to the *Wild Wonders!* program, NSI also offers a variety of family friendly festivals, speakers, and folk art/craft classes.

## **Responsibilities**

The seasonal Program Director (PD) is part of a small seasonal education team delivering outdoor and experiential education programming. The PD position splits responsibility between administrative duties and instruction. The PD works in coordination with seasonal Program Instructors to develop, coordinate, and deliver programs for youth ages 5-16 following a day camp model. One-night camping overnights in semi-remote locations may occasionally be included in the sessions throughout the summer. The PD assists with the development, coordination, and delivery of occasional programs for adult and family groups.

The PD will work in coordination with the Executive Director to deliver staff training, support and evaluate program instructors, coordinate scheduling, and manage participant paperwork. The PD follows risk management procedures, demonstrates sound judgment and the ability to manage a group effectively under changing, stressful, or emergency conditions, and provides oversight for other staff. The PD oversees and assists with the daily opening, closing, and basic housekeeping of the buildings and campus.

## **Basic Qualifications**

- Demonstrated experience teaching in the fields of experiential, outdoor, place-based, experiential and/or environmental education
- Demonstrated experience teaching youth in formal and/or nonformal settings
- Demonstrated outdoor leadership skills
- Demonstrated leadership skills, with an ability to work both independently and as a team
- Strong oral and written communication skills, ability to represent NSI in a professional manner, and ability to adapt well to a diverse program
- Ability to work a flexible schedule, which may include nights and weekends as needed
- Current First Aid and CPR certifications are conditions of employment
- A satisfactory criminal background check is a condition of employment
- Must be able to lift 50 pounds, stand for extended periods of time, hike up to five miles on uneven terrain, and work outdoors in all climate conditions common to the Alaska's unique climate and wildlife

## **Preferred Qualifications:**

- Demonstrated supervisory experience
- College degree in the natural sciences, education, or equivalent experience
- Working knowledge of Alaska's ecosystem and environment
- Wilderness First Aid or First Responder, Certified Interpretive Guide, Leave No Trace, Swiftwater Rescue, and other related certifications
- Experience teaching or coordinating programs for multigenerational groups
- Applicants that are 21 years or older

## **Compensation**

This is a seasonal, exempt position, based in Talkeetna, Alaska. Starting salary for this position is \$520.00 per week, DOE. Optional affordable housing is available for rent on-site at Northern Susitna Institute.

## **To Apply**

Position open until filled. Send cover letter, resume, and three references to:

Northern Susitna Institute, PO Box 46, Talkeetna AK 99676  
info@northernsusitnainstitute.org  
(907) 733-7111

*Northern Susitna Institute is an equal opportunity employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination based on race, age, color, sex, religion, national origin, or other protected classification.*