



## **Outdoor Program Coordinator**

Wild Rivers Conservancy of the St. Croix and Namekagon is recruiting for an Outdoor Program Coordinator. Wild Rivers Conservancy is the official nonprofit partner of the St. Croix National Scenic Riverway. We inspire stewardship to forever ensure the rare ecological integrity of the St. Croix and Namekagon Riverway. Founded in 1911 as the St. Croix River Association, we work throughout the St. Croix watershed to protect and connect people to this national park that flows through its heart. Join our passionate and collaborative team with a spirit of respect, hard work, and thoughtful urgency.

## **Position Summary**

The Outdoor Program Coordinator's primary function is to connect people to the St. Croix National Scenic Riverway by providing accessible and engaging outdoor recreation experiences while leading the Explore Wild Rivers program. Explore Wild Rivers aims to provide recreation opportunities to people of all ages, abilities, and skill levels in the St. Croix National Scenic Riverway and its greater watershed, with an emphasis on first-time park visitors and historically under-served communities. This role reports to the Community Engagement Manager, supervises outdoor program staff and volunteers, and involves close collaboration with key community partners. Ideal candidates will be a strong leader and communicator, who are exceptionally organized, detail-oriented, and comfortable balancing office work for event coordination with time spent outdoors leading events.

## **Core Functions**

- Work in a team atmosphere to lead the Explore Wild Rivers program area, including designing, coordinating, and delivering events that connect others to the Riverway, such as guided hikes, day paddles, ice fishing workshops, and more
- Strengthen diverse community connections by leading and coordinating the Hmong/Community Ambassador program
- Supervise, schedule, and coordinate with staff and volunteers, ensuring a positive and supportive work environment and providing constructive feedback
- Build strong relationships and provide excellent customer service skills with program participants and partners
- Coordinate logistics for all programs, including transportation, permits, equipment, shuttles, and participant registration

- Identifies and coordinates training opportunities and risk management protocol for staff and volunteers relating to Explore Wild Rivers programs, and demonstrates a high level of safety awareness and standards
- Responsible for the tracking and maintenance of recreation equipment, such as kayaks, canoes, paddling equipment, snowshoes, and fishing equipment
- Assist with environmental education, community outreach, and other Conservancy initiatives, as needed

## **Qualifications**

- Education & Experience
  - Degree in Outdoor Education, Recreation Management, Conservation, or a related field, or at least 5 years of outdoor recreation experience
  - First Aid/CPR/AED required. Offered, if needed.
  - Leadership and supervisory experience
- Skills and Competencies
  - Excellent communication skills to clearly and effectively provide customer service, and convey key details to staff and partners
  - Demonstrated ability to lead outdoor recreation experiences including canoe/kayak skills, or the willingness to learn
  - Ability to work well independently, and as part of a team, be detail-oriented and organized, and able to follow oral and written directions
  - Ability to accomplish duties/tasks with minimal direct supervision
  - Demonstrated ability to work with diverse groups
  - Passion for outdoor education and commitment to the organization's mission
  - Proficiency in Google Suite and Eventbrite, or willingness to learn
  - Valid state driver's license and reliable transportation
- Physical Requirements
  - Ability to lead outdoor activities in various weather conditions
  - Comfortable with physical exertion, such as hiking and kayaking, including lifting equipment up to 25 pounds individually, or 50 pounds, with assistance
  - Willingness to work flexible hours, including evenings and weekends
  - Travel throughout the St. Croix watershed is required for events and activities, with an occasional overnight

## **Benefits**

- Competitive salary - The starting wage for this full-time position is \$23 hourly.
- Health insurance, employer premium paid for employee (family optional)
- Health Savings Account (optional)
- Simple IRA with up to 3% employee match
- Paid time off, sick time, and holiday pay
- Ongoing professional development and training



This position is based at our office in the picturesque river town of Osceola, Wisconsin.

**How to Apply**

To apply, please send a cover letter and resume to Wendy Tremblay, Community Engagement Manager, at [careers@wildriversconservancy.org](mailto:careers@wildriversconservancy.org). Applications are due by Tuesday, October 8th, or until the position is filled.

**Wild Rivers Conservancy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**