



## Movement Education Outdoors

**Position Description:** Outdoor Experience Program Coordinator

**Deadline:** December 2, 2024

**Start Date:** January 6, 2025

Thank you for your interest in this position! Due to the nature of our work, we acknowledge that this position requires a diverse array of skills and responsibilities. MEO uplifts that experience and skill is learned and earned in many ways outside of institutions and certified programs. We encourage anyone who feels strongly about this role to apply even if you feel you don't meet all the essential skills/qualifications.

Movement Education Outdoors (MEO) empowers Black, brown, and low-income youth in Rhode Island through outdoor education. Our mission is to create a space where young people of color feel seen, valued, and equipped to lead in their communities. MEO values mindfulness, community, belonging, equity, transparency, and collaboration.

**Position Summary:** The Outdoor Experience Program Coordinator (OEPC) will craft inclusive, immersive outdoor experiences, co-leading programs that blend hands-on exploration, diverse themes, and cultural sensitivity. Actively guide participants through curriculum-rich activities and discussions. OEPC will be the main coordinator, facilitator and admin support for the following programs: Environmental Justice Cohort, West End Raíces Urban Farm, and Agua Day Camp. OEPC will also provide support for Kelp Skills Program, Generations, MOBILE, and occasional community collaborations. The ideal candidate has a love for the outdoors, for decentralized education, and is deeply committed to centering racial / environmental / social justice.

*This is a one year (January - December 2025) grant funded position with opportunity to continue.*

**Position Title:** Outdoor Experience Programs Coordinator

**Report to:** Program Director (PD)

**Collaborates with:** Founding Executive Director, Program Director

**Rate of Pay:** \$25 hourly (\$39K for the year) / Part time during school year and full time in summer

**Benefits:** Stipend for insurance, financial support for individual and team professional development activities.

**Location:** On-site MEO is based in Rhode Island, with an office in Providence, RI, and a lodge in Saunderstown, RI. This role is hybrid with the expectation of coworking at the office 2 days per week.

### Time Commitment:

<b>Yearly Schedule Jan - Dec 2025</b>	Summer (Jun - Aug)	40 hours weekly	Fall + Winter + Spring (Sep - May):	30 hours weekly
<b>Hours</b>			Must be available during afterschool hours, occasional evenings, occasional weekends	
<b>MEO Team Wellness Time Off</b>			Last two weeks of August Last week of December - first week of January	
<b>Individual time off</b>			Total of two weeks paid time off; cannot be requested during June - August	

## **Responsibilities:**

We at MEO acknowledge that this position requires a vast range of experiences, skills, and physical ability. The OEPC will be working collaboratively with the PD and will have support in meeting these responsibilities.

### **Land Stewardship and On-Site maintenance**

- Support in maintaining Saunderstown lodge.
- Support in maintaining West End Raíces.
  - Keeping grounds clean, maintaining beds, keeping storage organized, caretaking for trees, vegetables, perennials, soil, greenhouse, tools, on-site compost toilet.

### **Administration and Operations**

- Program planning, logistics, and tracking program budget with PD.
- Oversee program documents, templates, printed materials.
- Coordinate program communications.

### **Participant & Caregiver Engagement**

- Foster a positive, inclusive, and respectful learning environment.
- Motivate and engage participants through dynamic facilitation techniques.
- Encourage active participation, collaboration, and open communication.
- Foster clear communication through regular updates, resources, and engaging activities.
- Collaborate with caregivers to support participant success and address concerns promptly.

### **Safety & Emergency Management:**

- Implement & enforce safety protocols, mitigating risks with comprehensive plans.
- Clearly communicate to participants & families.
- Practicing regularly & updating plans with PD.

### **Collaboration and Reporting:**

- Employ various assessment methods to gauge participant learning progress.
- Track participant development and progress toward program goals.
- Maintain clear communication with MEO staff and guest educators
- Collaborate effectively with MEO staff and stakeholders.
- Contribute to continuous program improvement through feedback, reflection, and team building meetings.

### **Program Delivery:**

- Activities and lesson plan building.
- Overseeing and hiring guest educators.
- Focus on hands-on, interdisciplinary, and culturally relevant content.
- Emphasize inclusivity and accessibility for diverse learners.
- Share responsibility for leading and delivering engaging programs.
- Conduct curriculum-aligned workshops, activities, and discussions.
- Adapt program elements to diverse participant needs and learning styles.
- Ensure smooth logistics and adherence to safety protocols.
- Post program assessments and evaluations with PD.

## **Essential Skills**

The ideal candidate is passionate about MEO's mission to empower Black, brown, and low-income youth in Rhode Island through outdoor education. To succeed in this role, candidates are asked to have:

- Experience with camping, hiking, water activities like swimming and kayaking is preferred.
- Outdoor educator skills preferred: Experience delivering hands-on, culturally relevant programs.
- Knowledge and experience with environmental justice and racial justice and equity.
- Ability to learn and implement safety protocols.
- Ability to effectively communicate and collaborate with staff, youth, and caregivers.
- Ability to proactively plan, thoughtfully problem-solve, and manage situations.
- Ability to adapt and problem solve in the moment.
- Proactive, detail-oriented, and efficient with Google Suite.

- Ability to collaborate effectively in a small team environment.
- Driver's license and car required.

### Qualifications

This position would be ideal for someone with a demonstrated interest in environmental justice, outdoor education, and programming. This is a list of the ideal prior experience but we encourage folks to apply even if you don't meet all the qualifications as we are able to offer training and professional development for the right candidate.

- Prior experience leading and facilitating outdoor education programs.
- Strong leadership and service skills, especially in a facilitator and instructor role.
- Candidates should be comfortable and enjoy interacting with young people and demonstrate experience working with middle and high school youth.
- Experience working with a variety of learners (multi-lingual, neuro-diverse, etc.) learners
- Demonstrated ability to work independently on assigned tasks and collaboratively with others.
- Commitment to building a culture of mutual accountability, liberation, and respect.
- Enjoy a small organization atmosphere with close collaboration and meaningful relationships.
- Share the values of the organization: integrity, wellbeing, justice, courage, mindful engagement.
- Work collaboratively and respectfully with multiple stakeholders including MEO staff, partners, board members, consultants, educators.
- BONUS: Knowledgeable and passionate about food sovereignty and basic gardening skills.

### Working Conditions

- This position is an onsite and office role. MEO programming provides seasonal programs at a few locations. Most programming takes place Monday - Friday with the occasional weekend retreats and events. Due to the programming calendar's seasonality, many employees work more of their time in person.
- Exempt employees are asked to work a flexible schedule as determined by the volume of work; however, the organization works hard to ensure proper work-life balance and to prevent burnout.

The physical requirements of this role listed below are representative of those that may need to be met by an employee in this role:

- Ability to work outdoors in various weather conditions.
- Standing, walking, and bending for extended periods.
- Be prepared to navigate different walking surfaces in the outdoors.
- Carrying and using personal protective equipment (PPE) as necessary may include items like hats, hiking boots, or personal flotation devices (PFD).
- Occasionally lifting up to 20 pounds; however, assistance with lifting or moving items can be provided.

[To Apply, click to complete this form.](#) You must submit a resume, biographical statement, and three professional references.

Movement Education Outdoors (MEO) is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. MEO is committed to providing a workplace free from discrimination and harassment for our employees, volunteers, and participants. When hiring, MEO focuses on individual qualifications and job requirements without considering factors such as race, sex, age, religion or belief, color, national origin, ethnic origin, physical, mental or sensory disability, medical history or genetic information, family or parental status, past or present military status, sexual orientation, gender identity and/or expression, HIV status, housing status, or any other non-merit factor. Equal Employment Opportunity guides all personnel actions, including recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for advancement. MEO is devoted to maintaining a fair and equitable workplace where everyone is a respected and valued team member.