Outdoor Journey for Girls – Program Coordinator

Iowa Women in Natural Resources (IWINR) is a non-profit organization dedicated to supporting and advancing women in natural resource fields. We are looking for a new Coordinator for our Outdoor Journey for Girls (OJ) program.

Outdoor Journey for Girls (OJ) is a three-day, two-night workshop aimed at introducing outdoor skills to girls ages 12–15. The program is presented in a supportive, learning environment where participants have opportunities to try things hands-on. Outdoor skills offered include canoeing and water safety, fish and wildlife identification, archery, firearm safety, basic shooting, furbearers, furharvesting, fishing, preparing the catch, conservation and management, outdoor gear, survival, orienteering and compass reading and game care. Participants can earn their Hunter Education Certification.

The July session can accommodate 30 girls, while the August session can accommodate 50.

As OJ Coordinator, you will:

- Be the on-site coordinator for each session;
- Report to the IWINR Executive Board or designee regularly (via email at least monthly and more often as required; opportunity for meetings every quarter); and
- Communicate with parents, presenters, Mentor/Chaperones, and sponsoring organizations.

With the help of the OJ Committee, you will also:

- Prepare the schedule for each session of OJ;
- Coordinate with instructors;
- Try to ensure the presence of at least one EMT or paramedic at each session; Schedule/confirm future (2020 and later) program dates;
- Promote OJ to potential participants;
- Work with sponsoring organizations such as Pheasants Forever chapters to coordinate sponsorships and recruit participants;
- Recruit and select Mentor/Chaperones and other volunteers;
- Coordinate background checks for Mentor/Chaperones;
- Ensure that the OJ trailer contains adequate equipment and is at the program site on time;
- Source and purchase program t-shirts for participants, instructors, and Mentor/Chaperones;
- Manage OJ merchandise and purchase Mentor/Chaperone gifts;
- Develop a presentation about updates to the OJ program for the IWINR Conference;
- Coordinate online registration with Iowa Department of Natural Resources;
- Purchase food and other consumables; and
- Manage participant registrations.

Schedule:

- You must be present at each session for the full session; including overnights.
- Coordinators have historically arrived the day before for set-up.
- July 9 – 11, 2019 at Hickory Hills Park, La Porte City
- July 31 to August 2, 2019 at Clover Woods Camp and Retreat, Luther
- Other than being present at both sessions, you will be able to schedule your own work.
• From January through July, your focus will be preparing for the upcoming sessions.
• From August through December, your focus will be wrapping up the previous sessions and preparing for the upcoming sessions.
• The contract is from January 1, 2019 to December 31, 2019. The contract may be renewed for 2020 with satisfactory performance in 2019.

At a minimum, we are looking for a candidate who has:
• Excellent organizational skills;
• Experience planning similar events;
• Great communication skills;
• Ability to self-manage and work independently;
• Experience working with groups of children and adults;
• Basic computer skills such as email, spreadsheets, and word processing;
• Ability to use social media for program promotion and communication; and
• Access to a personal computer.

Additional Helpful Knowledge/Skills/Abilities:
• Hunter Education instructor or willing to become certified;
• Outdoor skills: survival, orienteering, canoeing, fishing, hunting, firearms, archery, campfire cooking, etc.;
• Advanced first aid training or EMT, Paramedic, etc.

Compensation:
• Yearly stipend paid in two or four equal installments.
• Minimum stipend of $3,300.
• Lodging and board at both sessions is provided.
• Reimbursement for approved program expenses.

To Apply:
• Application materials are available at https://www.iwinr.com/outdoor-journey-for-girls.
• Complete the application form
• Complete the DCI background check form (DO NOT include your Social Security Number or the $15 fee)
• Submit the application, DCI form, resume, and contact information for references to contact.iwinr@gmail.com
• Applications are due October 31st, 2018.
• Criminal history checks will only be completed on those candidates who are invited to interview.
• Interviews will be held in mid-November.

Contact:
If you have questions or would like additional information, you may email contact.iwinr@gmail.com or call
• Julie Faas – IWINR President, 515-725-8409 (work) or 309-231-0947 (cell)
• Jennifer Lancaster – outgoing OJ Coordinator, 319-231-4471