



Equipment & Outdoor Instruction Coordinator

Youth Enrichment Services Inc. (YES) is a \$1.8M non-profit corporation headquartered in Boston whose mission is to inspire youth through outdoor experiences and leadership opportunities that build confidence and prepare them to summit life's challenges. Founded in 1968, YES provides opportunities to develop self-confidence and leadership skills through participation in outdoor activities such as skiing, snowboarding, hiking, biking, track & field, etc. 1,500 youth, ages 6-18, participate in year-round programs: Operation Snowsports, Outdoor Adventure, and YES Academy. Volunteers help staff the programs, an average of 150 people per year. Go to www.yeskids.org for more information about YES.

About	the	Position
<p>The Equipment & Outdoor Instruction Coordinator oversees all aspects of the onsite YES Ski & Snowboard Rental Shop, as well as maintains all year-round program equipment. Additionally, this position participates in direct youth development opportunities, as well as volunteer training and support. This is a full-time, in-person position. Directly supervised by the Outdoor Experiential Learning Manager.</p>		

Responsibilities

- Oversee the ski and snowboard rental shop experience for youth and volunteers
- Maintain a rental shop schedule that meets program needs and manage ongoing shop operations
- Ensure quality control and safety of all ski and snowboard rentals and conduct ski shop specific training for adult and Leadership Corps (LC) volunteers
- Collaborate with the Equipment Manager Consultant to uphold industry standards, assess inventory, host internal clinics, and submit orders with manufacturers
- Supervise adult and Leadership Corps (LC) volunteers, and staff during scheduled shop nights
- Assess the needs and acquire necessary equipment, supplies and tools that adhere to approved budgets for all programs and complete equipment audits at least bi-annually
- Track all rented, donated, purchased, and sold equipment
- Maintain accurate equipment inventory, including but not limited to rental shop equipment, kayaks, canoes, bikes, rock-climbing gear, etc.
- Collaborate with the Volunteer Coordinator and YES Academy Manager to co-lead equipment, skill development and risk management trainings to prepare direct service staff and volunteers to lead outdoor activities in Operation Snowsports (OS) and Outdoor Adventure (OA) programs
- Facilitate year round, out-of-schooltime outdoor recreation programs as scheduled, including scheduled overnight programs
- Maintain recreation specific certifications applicable to our Outdoor Adventure and Operation Snowsports programs

- Engage in outreach opportunities and partnerships for adventure and environmental based activities for youth grades 2nd to 12th.
- Assist the Outdoor Experiential Learning Manager in the creation of Outdoor Adventure curriculum
- Collaborate with fellow staff members to carry out YES's active calendar of events including fundraising, recruitment and community events, as well as volunteer training and appreciation nights
- Recommend seasonal and year-round equipment purchases and provide reports and/or proposals as necessary
- Performs other duties as requested or assigned
- Ability to work on the weekends and nights is necessary

Requirements

- College degree (or relevant professional experience) with at least one year of prior experience working with youth or coordinating diverse groups
- Previous experience (either professional or personal) with ski/snowboard, kayaks and bike mechanics and basic knowledge of snow sports equipment
- Previous experience or willingness to learn adventure activities, including cross country skiing, rock climbing, canoeing, kayaking, hiking, and biking
- Strong interest in the outdoors, environmental justice, and sustainability
- Commitment to Diversity, Equity, Inclusion & Belonging (DEIB) practices
- Driver's license with ability and willingness to drive a 12-passenger van
- CPR & First-Aid certified (if not currently certified will obtain certification within first month of employment)
- Willingness and ability to obtain certifications as needed (ie. lifeguard, rock climbing, kayaking, etc.)
- Ability to take direction, act independently, set priorities, and balance demands of multiple tasks
- Strong organizational skills and capability to utilize technology
- Comfortable using power/ hand tools and able to lift 50 lbs.
- Demonstrated ability to:
 - Communicate effectively
 - Be team oriented, an active listener, and problem solver
 - Provide attention to detail
 - Be a positive role model for youth

The above job description and qualifications are not meant to be all-inclusive. Additional responsibilities and qualifications may be added at any time by the employee's direct supervisor, the Director of Programs and Operations, or Executive Director.

YES strongly desires to attract a broad and diverse pool of candidates to apply, particularly candidates who represent the communities YES serves.

This is a full-time, exempt, in-person position (40 hours/ week with benefits). Please send a resume and cover letter with the title "Equipment & Outdoor Instruction Coordinator Application" to Kamilah Rowe (Outdoor Experiential Learning Manager) at krowe@yeskids.org. Applications accepted until position is full.