

## **Friends of the Sawtooth Avalanche Center Education Coordinator**

The Friends of the Sawtooth Avalanche Center (Friends) are hiring an Education Coordinator (EC) to create and oversee an expanded recreational avalanche awareness program in south central Idaho. The program will provide free or very low cost education opportunities to diverse user groups. The EC will be responsible for outreach, scheduling and marketing classes, coordinating equipment and instructors, and program oversight and quality control. The current educational outreach program relies entirely on the Sawtooth Avalanche Center (SAC) forecasters. Unfortunately, their workload does not allow them to accommodate all education inquiries, resulting in several unfilled requests each year. The Friends aim to hire an EC to schedule and stage many more basic avalanche awareness events than in past years, locally and in outlying areas.

Specific goals include:

- 1) never saying “no” to an avalanche safety course request;
- 2) increasing the number of local classes offered by at least 25% (e.g., from roughly 15 classes to approximately 20 classes);
- 3) reaching >90% of 8<sup>th</sup> grade students in Blaine County; and
- 4) expanding into surrounding areas, including Fairfield, Twin Falls, Boise, Stanley, and Challis.

The most important aspect of the Education Coordinator position is ORGANIZATION. The ability to instruct is not necessary.

Skills and qualities needed:

- Professionalism: this person will serve as the point of contact for both the Friends and the SAC to many people.
- Detail oriented: perform quality control on instructors, venues, hosts, content, etc.
- Time management skills: no procrastination; ability to work independently; comfortable working non-standard hours; quickly respond to customers, the Friends Executive Director (ED) and Board, and SAC staff
- Supervisory skills: ability to manage a large, part-time contractor “workforce” (instructors), many of which have other full time employment.
- Communication skills: ability to communicate well with diverse recreational users from different socioeconomic and demographic backgrounds.
- Some aptitude with social media, print, radio, and other marketing strategies.
- Interest in - and ideally a passion for - avalanche education.

Position specifics:

- The EC will be under direct supervision of the Friends ED, and will work closely with SAC staff.
- The EC will work with SAC staff to develop avalanche education programs. SAC staff will bear ultimate responsibility for providing current, applicable course content.
- The EC will coordinate with class hosts and venues (e.g., specific class requests, such as at schools or at outdoor retailers).
- The EC will schedule venues and handle marketing for general classes (e.g., Avalanche Basics course in Ketchum, awareness presentations).
- The EC will work with SAC staff to schedule and staff classes with appropriate instructors (both lecture and field).
- The EC will help train and develop the lecture and field instructors as needed, especially on general instruction techniques. SAC staff will train instructors on technical course content as needed.
- The EC will keep time sheets/pay records for him/herself and for all other instructors and submit these to the ED.
- The EC will distribute and collect appropriate course waivers and submit them to the ED.
- The EC will ensure the necessary equipment and supplies are available for the courses.
- Part time position: we anticipate an average of 40 hours per month Sept-Dec, and 8-10 hours per month Jan-March (not including actual time teaching classes if this person is instructing).
- Year 1: expect significantly more hours in Sept-Oct of the first year to start the program.
- The EC is responsible for providing their own vehicle (would be paid mileage for travel outside of Ketchum/Hailey/Bellevue) and office equipment (computer, internet service, phone, etc.) The Friends will provide classroom and presentation equipment and supplies.

Application instructions: Please email a letter of interest and resume addressed to Stephanie Eisenbarth, Friends of the SAC, at [avycenterfriends@gmail.com](mailto:avycenterfriends@gmail.com). Applications are due by August 4, 2017.