



Sample Job Description: Field Mentor, School Year (Late August - Mid June)

Wild Whatcom is a local non-profit organization dedicated to fostering lifelong connections to nature through outdoor education programs offered to all age groups. We provide experiential learning opportunities that inspire participants to explore, connect, and serve, while building healthy relationships with nature, community, and self.

Wild Whatcom seeks an enthusiastic educator to serve as an Outdoor and Environmental Educator/Mentor. Mentors co-lead outings which include nature exploration, skills sessions covering a range of topics from plant ID to fire by friction, and service projects in parks and outdoor spaces in Whatcom County. Mentors are also responsible for weekly communication with participant families, lesson preparation, and other related clerical duties. This position will also receive first priority for summer contracts, which includes co-leading summer camps and possibly backcountry backpacking trips. [See program descriptions for more info.](#)

Position Description

This is a part-time position, approximately 25-35 hours per week, including weekends (Sat & Sun) and 2-3 weekdays. This average excludes December and January. December and January are low season months during which mentors can expect closer to 15 hr/week average, excluding Bellingham Public Schools 3-week Winter Break, during which time no programs run and mentors may take unpaid time off, or utilize accrued paid time off. There may be opportunities for additional weekly hours depending upon the funding of our schools-based programs. See below for a sample yearly schedule

Sample Schedule

**Note: Depending upon funding for our donation-funded school programs, the amount of weekday work and specific weekdays may differ. Occasionally mentors work overnight campouts on weekends, typically in the spring. Main programs: Explorers Club, EdVentures, Neighborhood Nature, SEED ([see program descriptions](#))*

Weekday	Monday	Tuesday	Wednesday	Thurs	Fri	Weekend	Saturday	Sunday
Morning 9-12pm	School Programs	School Programs	Weekly Meetings	OFF	OFF	Weekend Programs 9:30am- 3:30pm	Explorers Club	Explorers Club
Lunch & Prep 12-2pm	30 min lunch, 1.5 hr email & prep	30 min lunch, 1.5 hr email & prep	30 min lunch, 1.5 hr email & prep	OFF	OFF			
Afternoon 2:00-4:45pm	Afterschool Programs	Afterschool Programs	Afterschool Programs	OFF	OFF			

Potential applicants must be available the last week of August/first week of September for onboarding and annual training

Compensation begins at **\$15/hour**, with a likely increase in the second year, based on positive performance and additional duties.

Responsibilities

- Co-lead a variety of outings with child-led, inquiry-based, experiential, and playful approaches.
- Awaken a sense of wonder in participants by teaching natural history and outdoor skills while exploring local areas.
- Facilitate collaborative decision-making with participants to support leadership development.
- Practice effective behavior and risk management at all times, creating a safe learning experience for all.
- Maintain clear, responsive, honest, and respectful communications with participants, families and staff.
- Serve as a mentor to participants, responding to their needs as individuals and as a group.
- Work closely with other members of the field staff team to plan, prepare, and lead outings.
- Assist with program logistics such as pre-camp emails, parent communications, and gear and materials prep/maintenance
- Support and contribute to documentation and record-keeping such as tracking attendance, recording any incidents in the field, etc.
- Share concerns and successes and seek advice from Program Managers, Program Director and Executive Director to ensure program quality.

Required Qualifications:

- Passion for facilitating meaningful connections to nature and community, ideally with a basic knowledge of ecology and/or outdoor skills.
- Personal or professional experience recreating in wilderness environments.
- Strong work ethic and professional work habits (punctual, responsive, organized, detailed).
- Experience working with children, specifically with behavior and risk management outdoors.
- Flexibility and vision to engage with and support a growing organization.
- Valid driver's license and excellent driving record (background check is required).
- Ability to carry 20+ lbs in a variety of weather and terrain.
- Current CPR certification (or willingness to receive certification before working in the field, partially subsidized by Wild Whatcom).
- Current Wilderness First Aid (or higher) certification (or willingness to receive certification before working in the field, partially subsidized by Wild Whatcom).
- Experience with or willingness to learn Google Suite applications like google drive, calendar and gmail.
- Strong communication skills and a desire to engage in dialogue with both participants and families.
- Tetanus booster within the past 5 years (or willingness to receive booster before working in the field).

Benefits and trainings

Wild Whatcom does not currently offer traditional health care benefits (though we are working towards that!). However, there are a variety of other benefits offered to staff, including, but not limited to:

- Flexible work schedule for completing computer-based tasks (loaner laptops available)
- Personal gear stipend, free Discover Pass, and access to loaner gear as needed (for work or personal use)
- Regular paid trainings throughout the year including, but not limited to, Risk Management in the Field (including epi pen training), bus training, and wilderness skills trainings ranging from friction fire and carving to plant ID and navigation

- Subsidized WFR or WFA certifications (or recertifications)
- Professional development opportunities including paid positions on our Risk Management team, Board of Directors, and Board Committees, among others as they arise
- Strong commitment to personal and professional goal-setting and support through an annual retreat (each Jan/Feb) and annual review process (February)
- Fun! We plan optional social events, play games during meetings, and aim to stay silly even when we aren't with kids

To Apply:

We are not currently hiring for this position. Please direct any questions to jobs@wildwhatcom.org.

Before actual hire, prospective employees must pass a thorough background check. If any concerns arise, we will review them with the candidate and evaluate potential implications within a broader context and relevance to the position.

Program Descriptions

Explorers Club: The Explorers Club (EC) cultivates naturalist knowledge, sense of adventure, earth skills, and a community stewardship ethic for youth grades 2-12. With the natural world as a starting point, you will help develop and lead innovative experiential learning opportunities that inspire participants to explore, connect, and serve, while building healthy relationships with nature, community and self. *(Mentors will lead outings for 5-7 EC groups that take place on Saturdays and Sundays).*

EdVentures: Wild Whatcom provides nature outings for classrooms at various elementary public schools. These 2-4 hour outings provide an opportunity for kids to connect to nature while experiencing hands-on environmental education. Mentors will co-lead a group of students through the inquiry process while modeling effective outdoor education strategies for teachers to inspire them to take their classes outside! Program takes place on weekday mornings.

SEED: (Student Experiential Education and Discovery) In this program, mentors facilitate nature outings for students in the Life Skills program within Bellingham Public Schools (students with moderate to severe developmental disabilities). This fun and inspirational program allows Wild Whatcom staff to partner with Life Skills teachers to provide an opportunity for students to have access to the outdoors and to connect to nature. Program takes place on weekdays.

Neighborhood Nature: Guide after-school outings during the academic year. Program typically takes place weekdays afterschool.

Special Projects in addition to Field Work: The position may include a variety of special project work in addition to field mentoring, especially for weeks when there is less field work scheduled. These projects vary in size, skills needed, and schedule. Potential projects include: Curricula Development, Gear Management, Office Coordination, Logistics Coordination, etc.