



WESTWIND

Program Coordinator

Job Title: **Program Coordinator**
Classification: *Full Time - Salary, Exempt*
Reports to: **Program Director**

The Opportunity: The Program Coordinator works to further Westwind's mission through the planning and delivery of programming at Westwind and the coordination of volunteers. They will assist the Program Director in program development and delivery, staff training, and with the management of overall program operation at the direction of the Program/Camp Director. The Program Coordinator serves as the lead staff member in coordinating Westwind's Volunteer program.

The Land: Westwind is an extraordinary 529-acre site at the center of the Unesco Biosphere Reserve at Cascade Head. Within its borders lie mature upland forests and 3 miles of fertile estuarine shoreline, the Salmon River where it meets the sea, and 2 miles of Pacific Ocean shoreline with its littoral sand spit, basalt sea caves and Crescent Cove. Its campus is set in the forested dune line looking West and includes the main lodge, a natural arts and sciences learning center, 15 cabins, and a large barn and shop complex. Visitor access to the site is by boat across the Salmon River, with administrative supplies transported on its land-based road.

The people: Originally founded in 1936 by the YWCA of Greater Portland, Westwind has welcomed over 100,000 campers, students, families and others to its incomparable site, and continues to welcome over 6,000 people a year for camp, outdoor school and day programs and visits. Westwind is embedded in a vibrant community of citizens, NGO's and agencies who are very active within the lower Salmon River Valley which includes marine reserves, a scenic research area, and the Siuslaw late successional reserve forest.

Our Vision: We dream that all children have access to wild and undeveloped landscapes and are allowed to discover the interconnection, complexity and splendor of living in balance with natural systems.

Our Mission: We will conserve the Westwind site in perpetuity; foster life-changing outdoor experiences for all children, families and groups; and promote environmental stewardship as a basis for sustainable living.

Our Equity Statement: Westwind's future success relies on being a leader in getting all children outside, connected to nature and nurtured by the wisdom of many cultures, backgrounds, places and generations.

Essential Job Functions

- Serve as acting director when Program Director is unavailable.
- Partner with Program Director in directing camp programs in accordance with local/state/federal guidelines, Westwind policies, and ACA standards including but not limited to risk management, inclusion practices, and staff management
- Takes leadership role in implementing inclusive, innovative, and engaging programming that honors Westwind history while also advancing programming to meet the needs and values of our organization and community.
- Help with program logistics such as registration, training, transportation, announcements, lodging, communication, etc.
- Collaborate with all departments to identify available opportunities and needs for volunteers.
- Lead recruitment of volunteers to fit identified roles using a variety of resources and techniques.
- Maintains files, records, applications, and other data concerning volunteer programs including reports on all individual and group volunteer activities, number of volunteers, number of hours, and in-kind contribution value of service.

Program Responsibilities

Assist the Program Director with program development, planning and facilitation of all year-round programming.

- Assist Program Director with the implementation of policy review, registration, recruitment, hiring, promotion, staff training, on-site management, family communication, evaluations, and other duties.
- Support Program Director with maintaining relationships with stakeholders, such as current Campership partners, families and organizations.
- Assist with summer staff onboarding and training before, during and after the camp season.
- Support and assist with interviewing and hiring of all program staff

Volunteer Coordination Responsibilities

Coordinate and support and all volunteer and volunteer needs.

- Train, or arrange training for all volunteers, ensures that all volunteers have passed appropriate background checks, and skills tests before being placed.
- Draft, maintain, and publish guidelines, best practices, and procedures for volunteer programs.
- Coordinates volunteer recognition and appreciation events and activities.
- Serve as the primary point of contact for all requests to volunteer/collaborate including, telephone, voice mail, email, and written requests and ensure a timely response.

Other Key Responsibilities

Assist with general organization duties as they relate to programs and staff and volunteer needs.

- Support staff and volunteers with team building, conflict resolution, and assist with staff evaluations and feedback
- Works with Development and Program Directors to design, plan, and post communication and social media content
- Participate in training, staff meetings and development, policy reviews, work weekends, any additional programming
- Supports efforts to connect with high-need and local communities, connecting them with Westwind and Westwind's programs

Qualifications

- Experience working in customer service or a related field
- Experience coordinating volunteers and/or staff
- Strong communication, written, and public speaking skills
- Ability to practice self care and maintain a sense of humor
- Experience working in summer camps or similar outdoor education settings
- Comfort with creating schedules, running meetings, and delivering feedback

Preferred Qualifications and Certifications

Must be First Aid/CPR certified, lifeguard certification preferred but not required

Physical Aspects of the Job

- Ability to lift and carry 30-50 pounds
- Visual ability to identify and respond to environmental hazards
- Physical ability to operate basic maintenance and site equipment
- Physical mobility and endurance to respond to emergencies or programs that may require hiking or traveling distances up to 1+ miles on trails or in wilderness areas

To apply please contact Laura Chase, Westwind Program Director:
laura@westwind.org

This position is open until filled.