

Position: Youth Coordinator – Meet ME Outdoors
Report to: Program Manager
Salary: Hourly range of \$21.63 – \$24.04
Status: Part-time, non-exempt – 0.50 FTE (20 hours per week)
Introductory Period: 90-day Introductory Period
Benefits: Generous benefits package: medical, dental, vision, paid time off (PTO), 403B retirement benefits after 90-day introductory period

The mission of the Institute for Public Strategies (IPS) is to work alongside communities to build power, challenge systems of inequity, protect health, and improve quality of life.

IPS is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Accommodations will be made for individuals with disabilities who are otherwise qualified and able to perform the functions of this position.

The Institute for Public Strategies (IPS) is seeking a **part-time** Youth Coordinator to support Meet ME Outdoors, a youth- and family-centered program that expands access to outdoor recreation, cultural experiences, environmental learning, and community connection in the Mountain Empire region of San Diego County. Working under the direction of the Program Manager, the Coordinator will engage middle and high school students and their families; help plan and facilitate day trips, overnight camping experiences, school-based activities, family events, and service projects; and support the logistics, communication, and documentation needed for safe, welcoming, and well-organized programming. Our corporate office is based in Mission Valley in San Diego but this is a hands-on, youth-facing position based primarily in Mountain Empire schools, communities, parks, and other outdoor or cultural sites.

ESSENTIAL FUNCTIONS:

1. Support the Program Manager in implementing Meet ME Outdoors activities for Mountain Empire middle and high school students and their families.
2. Recruit, welcome, and sustain engagement with youth participants through schools, families, community partners, and program outreach.
3. Help plan, coordinate, and facilitate outdoor and cultural day trips, overnight camping trips, on-campus presentations, family activities, community service projects, and other program events.
4. Create positive, age-appropriate group experiences that elevate youth voice, encourage leadership, and build confidence in accessing parks and public lands.
5. Co-facilitate activities related to outdoor recreation skills, environmental stewardship, cultural connection, physical activity, and personal and community well-being.
6. Communicate regularly and respectfully with youth, parents and guardians, school staff, and program partners about schedules, participation requirements, permission forms, preparation, and follow-up.
7. Support trip and event logistics, including rosters, supplies, meals, admission arrangements, transportation coordination, gear preparation and distribution, safety information, and site readiness.
8. Transport youth participants to and from approved program activities in accordance with IPS and Mountain Empire Unified School District requirements and safety procedures.
9. Assist with participant supervision, group check-ins, headcounts, and established safety and emergency procedures during program activities.
10. Maintain program equipment and supplies and help ensure gear is clean, organized, accessible, and ready for use.
11. Collect and organize attendance records, surveys, participant reflections, feedback forms, and other required program data; enter information accurately and on time.
12. Help document program activities and participant experiences through approved photos, stories, artwork, or other creative reflection methods while following consent and privacy requirements.
13. Gather youth and family feedback and share observations with the Program Manager to strengthen programming and address barriers to participation.
14. Support coordination with Mountain Empire Unified School District, California State Parks, Tribal partners, community organizations, and other program collaborators as directed by the Program Manager.
15. Participate in staff meetings, partner meetings, trainings, and community events relevant to the position.
16. Complete administrative tasks, timesheets, expense documentation, and activity updates accurately and by established deadlines.
17. Perform other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Experience working with middle or high school-aged youth in a school, community, recreation, prevention, or youth development setting.
2. Experience participating in or supporting outdoor recreation, field trips, camps, cultural activities, or community events.
3. Strong relationship-building and group facilitation skills, including the ability to engage youth with different interests, backgrounds, abilities, and levels of outdoor experience.
4. Strong organizational skills and attention to detail, with the ability to manage schedules, forms, supplies, and multiple activity-related tasks.
5. Clear, respectful verbal and written communication with youth, families, coworkers, and community partners.
6. Ability to work collaboratively, receive direction, exercise sound judgment, and respond calmly and flexibly when plans or conditions change.
7. Ability to build culturally responsive working relationships in rural communities and honor the knowledge, identities, and experiences of youth and families.
8. Comfort working in school, community, park, and outdoor environments and participating in trip-related activities with or without reasonable accommodation.
9. Basic proficiency with email, shared calendars, word processing, spreadsheets, presentations, and electronic data-entry systems.
10. Availability for a varied part-time schedule that may include early mornings, evenings, weekends, and overnight trips.
11. Valid California driver's license and access to a reliable, insured vehicle for travel to work and program locations.
12. Ability to meet and maintain IPS and Mountain Empire Unified School District requirements for transporting youth participants, including required driver clearances.

PREFERRED QUALIFICATIONS:

1. Knowledge of or meaningful connection to Mountain Empire communities, schools, or Tribal nations.
2. Bilingual English/Spanish communication skills.
3. Current First Aid and CPR certification, or willingness to obtain certification within an IPS-established timeframe.
4. Training or experience in outdoor leadership, environmental education, Leave No Trace practices, camping, hiking, or wilderness safety.
5. Experience with youth-led planning, participatory approaches, creative reflection, or community-based evaluation.

This job description describes the general nature and level of work of this position. This is not a complete list of all responsibilities, duties and skills required. All IPS employees may be required to perform duties outside of their normal responsibilities from time to time.

Must have a valid California Driver's License and an insured, reliable vehicle to use during work.

Position will require FBI background check/fingerprinting and drug testing. However, **lived experience should not deter anyone from applying.**

To apply, please send cover letter and resume to youthcoordinator@publicstrategies.org in a single PDF.