

## Operations Coordinator



Know how to build simple structures? Enjoy learning how to repair various camping materials? Ever scheduled oil changes for 13 vehicles in a week? We're looking for a operations coordinator who can make minor repairs to our buildings and facilities, who can assist in coordinating vehicle repairs, help organize and repair camping gear, and who isn't afraid of getting their hands dirty to get the job done. As our operations coordinator you will serve as a field educator in our at various points in the season and work closely with our Associate Director of Field Operations and Program Directors to ensure smooth-running programs throughout the year.

**Job Objective:** Assist in managing a 540 acre basecamp property with numerous buildings including a mess hall and commercial kitchen, cabins, shower and laundry facility, latrines, and an outdoor commercial swimming pool. Assist in managing our facility in Albuquerque including office building, bunkhouse, and grounds. Assist in gear organization and repair for our field programs. Assist in vehicle scheduling and maintenance. Serve as a lead field staff. Serve as support to the full time administrative team.

### **Responsibilities:**

#### **Field Education:**

- Lead and support outdoor education expeditions across the American Southwest, including in frontcountry and backcountry settings, ranging from single day programs to multi-week programs; primarily field education will occur during the spring and fall seasons.

#### **Operations:**

- Coordinate and manage Basecamp operations team June-August
- Repair and maintain buildings at Basecamp in Thoreau
- Repair and maintain buildings and grounds in Albuquerque
- Assist in managing a commercial swimming pool at Basecamp and oversee health/safety inspections to ensure compliance
- Repair and maintain composting and pump-out latrine systems
- Maintain and repair a fleet of hand and power tools including a schedule for anticipated replacement needs
- Construct and repair various items (chicken coop, shelving units, wood shop benches, hoop houses, etc.)
- Manage various budgets over a 9 month season
- Train seasonal staff on facility usage, repair, etc. as well as on facility systems
- Assist in vehicle maintenance scheduling and record keeping
- Assist with gear management and repair

- Collaborate with leadership team to manage 540 acres of sustainably managed forest; research and propose forestry management options
- Supervise summer Basecamp Operations Assistant
- Additional responsibilities as assigned

**Qualifications:**

- Applicants must be at least 21 years of age by the position start date and possess a valid driver's license. Must have a clean driving history and be able to meet the criteria for CGE vehicle insurance coverage.
- Experience as an outdoor educator, managing risk, supervising other field staff, and independently running programs throughout a season.
- WFR or ability to acquire within 60 days of hire, WEMT preferred.
- Strong organizational skills; experience with Google Drive, Adobe Products, and Microsoft Office.
- Must be able to live at Basecamp during the summer. Work hours are frequently outside of traditional office hours
- Ability to communicate effectively and professionally with a wide range of audiences (tradespeople, fellow staff, teachers, students, etc.).
- Ability to prioritize and manage multiple tasks simultaneously and independently.
- Certification or willingness to obtain certification in chainsaw operation, safety, and maintenance.
- Experience with power tools required.
- Experience in general construction, plumbing, and electrical preferred.

**Reports To:** Associate Director of Field operations (Operations) and Program Directors (Contract Courses and Open Enrollment)

**Leadership or Supervisory Duties:** This person will serve as a part of the leadership team at Cottonwood Gulch and will be responsible for overseeing seasonal staff. This person will supervise at least one operations staff, and may serve as a mentor to several Basecamp interns in the summer.

**Criminal Background Check:** Cottonwood Gulch Expeditions requires criminal background checks from all employees.

**Work Location:** Albuquerque, NM (May to June; mid-August to May); Thoreau, NM (June to mid-August)

**Starting Date:** March 15, 2021

**Schedule and Workload Responsibilities:** This position is anticipated to be 40% field education and 10% office/support work, and 50% operations management/maintenance work, with monthly and seasonal variation. Work will be 1.0 FTE from March 15th to approximately Oct 22nd.

**Physical Requirements:** Ability to hike up to 8 miles a day on uneven surfaces and carry a pack up to 50 pounds. Sleep in a tent or open-air cabin accessed by stairs. Work at a desk. Talk on the phone. Use a computer.

**Compensation:** This is a year-round position, eligible for benefits. Salary range starts at \$1800/Month for full-time schedule. 100% Health Care Premiums paid. Housing in Albuquerque Bunkhouse optional from Feb-June and Aug-Oct; Housing at Thoreau Basecamp provided June-Aug. Professional development opportunities possible for long-term staff (WFR, SPI, LNT, BICP, etc). Various Pro-Deals available to all staff.

**Closing Date For Applications:** Open Until Filled; Applications submitted prior to application deadlines listed on the website will be given priority consideration.

**How to Apply:** Go to this [link](#), complete online application and indicate Field Coordinator. Please mention your interest in one or more specific field coordinator positions in your application.

**Equal Employment Opportunity:** Cottonwood Gulch Expeditions does not discriminate on the basis of race, color, religion, age, sex, gender identity, sexual orientation, disability, genetic information, and national or ethnic origin. The organization's nondiscrimination policy applies to all phases of its employment process, its admission and financial aid programs, and to all other aspects of its educational programs and activities.