



Branches Outdoor School at Lutherwood Oregon

Job Description: Outdoor School Coordinator

Branches is looking for individuals passionate about working with kids, learning in the outdoors, and fostering the growth of our community in Oregon! We offer the opportunity to meet new people and become a part of our community here on camp, develop yourself as an outdoor educator, and to spend your time growing in the outdoors. If this sounds like something you are interested in, reach out to us today!

Why Join Branches?

- Housing: Available for all staff is a space in one of our staff homes, complete with utilities, laundry, internet, and furnishings
- Compensation: In addition to housing, Coordinators are paid \$650/week
- Food: Meals are provided anytime a group is on camp
- Travel Reimbursement: Limited reimbursement is available based on distance traveled
- Community: We foster a community of educators that strive to make an impact and grow closer to one another as the season goes on
- Professional Development: As an instructor we offer multiple trainings that cover topics such as First Aid/CPR, Climbing Tower proficiency, and Archery proficiency

Your Role at Branches

- Leading instructors through the season and serving as direct support
- Providing encouragement to students and evaluating how the program is functioning
- Developing and growing as an outdoor educator, and giving your all to help us create a community and program people will want to return to

Reports To: Outdoor School Director

Position Duration: April 1st - June 6th, 2025

Qualifications:

- College experience or equivalent program experience required
- Have prior experience working with children (Preferably in grades 5th & 6th.)
- Experience in a position of leadership or the ability to demonstrate team management
- Possess ability to work in a team environment
- Be flexible and adjust to changes quickly
- Have the ability to handle concerns and issues in a constructive manner
- Ability to use Google and Microsoft Suites
- Ability and understanding (and preferably the desire) to work outdoors, for up to eight or more hour periods, and even potentially in inclement weather
- Passion for environmental education and the value of getting children outdoors
- Passion for creating an open and welcoming environment where every student can feel valued



- Ability to traverse uneven terrain outdoors, meet all physical expectations all other essential requirements of the job
- Willingness and ability to adhere to all policies and procedures, and follow emergency protocols as dictated
- Ability to work without using a cell phone or having a cell phone out or visible

Expectations:

- Complete all online training videos and pass required quizzes
- Attend all staff training
- Complete jobs as assigned which may include:
 - Observing instructors throughout the season
 - Assisting with staff training
 - Instructing when necessary
 - Occasionally acting as night support for schools
 - Enforcing staff guidelines and attending staff related activities
 - Helping with scheduling and communications with teachers
- Responsible for the safety and well-being of all students
- Set a good example by:
 - Keep students from physical and emotional harm by reinforcing guidelines
 - Learn students' names and who they are to the best of your ability
 - Supervise students at all designated times
 - Set a good example for students including cleanliness, punctuality, sharing, sportsmanship, table manners, and respect for others
- Make every effort to provide the necessary support and guidance for all students and fellow staff members to thrive in the camp community
- Show, through words and actions, a commitment to a diverse camp community that is rooted in love, support and inclusion for staff, students and guests
- Attend daily and weekly staff meetings
- Assist with cleaning with camp during/at the end of each session
- Work 40 hours per week, following designated time off schedule
- Physical Expectations: Ability to walk, lift up to 25 pounds, bend over, hear, speak, reach and pull. Ability to hike multiple miles a day

Other Perks:

- Meet amazing and like minded peers, and grow your professional network
- Possibility for long-term employment throughout the year
- Pro Deals from companies like Prana, Black Diamond and more
- Living in Oregon - a great location for outdoor recreation and exploring!
- Hours here can count towards your educational degree teaching hours

Pay Information: Staff are paid for all days worked. Pay periods are at the end of April, twice for the month of May, and at the end of the season in mid-June. Deductions include social security, Medicare, federal income tax, Oregon income tax, Oregon paid family leave, Oregon transit state tax, Oregon employee work benefit.