



## MOUNT ST. HELENS INSTITUTE Assistant Guide

**Position:** Assistant Guide | Part Time  
**Compensation:** \$12.00/hour; housing may be available for \$5.55/day  
**Term of Employment:** June 1, 2018 – September 10, 2018 (some flexibility); Not to exceed 525 hours. This is a part-time, non-exempt, temporary seasonal position.  
**Closing Date:** March 1, 2018

### SUMMARY:

This exciting outdoor position will get experience working with a non-profit - Mount St. Helens Institute. As an Assistant Guide, this position will assist with guided climbs and hikes around Mount St. Helens and support outdoor program logistics. Assistant Guide will work closely with MSHI staff including the Science Education Direct, Outdoor Programs Coordinator, lead guides and volunteers. We are seeking experienced outdoor enthusiasts who are passionate about introducing beginners to mountain climbing *and* sharing accurate information about Mount St. Helens landscape, geology, ecology and trails. Typical schedule will be 2 ten-hour days with regular weekend work and flexibility required. Overnight camping will be required. *(1 Positions Available).*

### DUTIES AND RESPONSIBILITIES:

- Assistant Guide
  - Prepare materials (paperwork, supplies) before trips
  - Greet clients and provide introduction to the climb
  - Provide engaging and accurate natural history talks on the trail
  - Engage and communicate with Guides and Volunteers
  - Assist with medical situations
  - Assist with managing group dynamics
  - Conduct follow-up emails and communication with clients
  - Maintain supplies and equipment
  - Other duties as assigned

### REQUIRED QUALIFICATIONS:

- Have or working toward Bachelor's/Associate Degree in recreation, environmental education, ecology, geology or similar degree OR 1 year of equivalent experience
- Demonstrated ability to teach and lead groups in outdoor settings
- Demonstrated experience with preparing and presenting public talks
- Knowledge of and passion for natural history including geology
- Excellent people and group management skills
- Able to hike terrain of varying difficulties
- Ability to work both independently and in groups in remote areas with minimal supervision
- Enthusiasm for Mount St. Helens
- Ability to pass a background check
- Have a valid driver's license with an acceptable driving record for the past three years

**ABILITIES:** The Assistant Guide and Interpretation Ranger is regularly required to hike and stand for long periods of time, work outdoors in all weather conditions, hike up to 15 miles across rough

terrain with a 30 lb. pack and occasionally lift up to 40 lbs. Regular driving for up to 4 hours is common. Regular office and computer work is required for up to 8 hours/day. The Assistant Guide and Interpretation Ranger must possess a valid driving license and must pass a criminal background check.

**WORKING HOURS:** This is full-time temporary seasonal position. Some days will longer than 10 hours and overnight work may occasionally be required. The schedule will vary based on program dates but the schedule will be announced at minimum of 2 weeks in advance.

**LOCATION:** This position will be based out of the Mount St. Helens National Volcanic Monument Headquarters in Amboy, WA. Government housing may be available for approximately \$5.55/day in Amboy, WA or at the Pine Creek Information Station. Regular travel around the Monument will be required; fleet vehicles may occasionally be available; use of personal vehicle with mileage reimbursement may be required.

**ABOUT US:** MSHI is a non-profit organization dedicated to advancing understanding and stewardship of the earth through science, education and exploration of volcanic landscapes. MSHI functions as a tight-knit group of individuals united in our common passion for Mount St. Helens. We value diversity, good challenges, adventure, fun, partnership and community. We work closely with the Mount St. Helens National Volcanic Monument staff on a daily basis and operate under US Forest Service special use permit. To see our guided program offerings see here: <http://www.mshinstitute.org/explore/>

**OUR COMMITMENT:** The Mount St. Helens Institute fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. MSHI values and respects its employees, and ensures that all employees work in an environment free of discrimination. MSHI encourages its employees to develop to their full potential both professionally and personally by emphasizing learning, improvement, and the development of new skills. All candidates applying for this position will be reviewed without regard to race, color, creed, religion, sex, age, national origin, veteran or marital status, sexual orientation, or disability. This institution is an equal opportunity provided.

**TO APPLY:**

Complete online application at [http://www.mshinstitute.org/about\\_us/employment.html](http://www.mshinstitute.org/about_us/employment.html) by March 1, 2018. You will be able to upload a resume or CV. Email [appy@mshinstitute.org](mailto:appy@mshinstitute.org) with questions. Please no phone calls!