



## Teen Program Coordinator – Alpine Adventurers

Alpine Achievers Initiative

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**Reports to:** Youth Program Director

**Pay:** \$38,000–\$42,000 commensurate with experience; benefits included.

**Schedule:** Full-time, approximately 37 hours per week from early August 2026 through the end of May 2027, with the potential for renewal. Schedule fluctuates with programming needs; some evenings, overnights, and weekends are required.

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### Position Summary

Alpine Achievers Initiative (AAI) inspires, connects, supports, and nurtures youth, families, and communities in rural Colorado. The Alpine Adventurers Program provides meaningful outdoor leadership, recreation, and personal development opportunities for youth age 12-15 across multiple communities.

The Teen Program Coordinator is responsible for designing, managing, and delivering high-quality programming for the Alpine Adventurers teen program across multiple weekly program days. This role leads curriculum development and facilitation, serves as the primary point of contact for families, and oversees the logistics, staff coordination, and systems that support successful program delivery.

Safety and risk management are central to this role. The Coordinator is expected to proactively assess and manage risk across all programming—particularly outdoor and overnight experiences—ensuring all activities align with AAI’s safety protocols, Emergency Action Plan (EAP), and Emergency Response Plan (ERP). The Coordinator leads a minimum of two overnight excursions per program area annually, taking full responsibility for planning, execution, and documentation.

This is a hands-on leadership role for someone energized by working with teens, excited about outdoor and experiential education, and capable of independently owning and operating a program within a broader organizational structure.

Depending on candidate experience and organizational need, this role may also include leadership of the B2B Member Program (see section below).

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### Key Roles and Responsibilities

#### *Program Design and Delivery*

- Plan and lead weekly Alpine Adventurers programming across three program days, delivering engaging, developmentally appropriate experiences for teen participants.

- Design and adapt a themed, block-based curriculum that incorporates outdoor recreation, wilderness skills, leadership development, and excursion-based learning.
- Facilitate programming directly, building strong relationships with participants while maintaining appropriate structure and boundaries.
- Coordinate with the ARK Valley Youth Program Manager on shared program days; the Coordinator retains responsibility for program design and lead facilitation.
- Maintain program quality through ongoing reflection, participant feedback, and collaboration with the Youth Program Director.

### ***Excursions and Overnights***

- Plan and lead overnight excursions for each program area, with a minimum of two overnights per program area per year. This includes a one-night excursion and a two-night end-of-year trip, the latter of which is fully planned by youth with coordinator support.
- Own all aspects of excursion planning: budget, logistics, gear, transportation, risk assessment, parent communication, pre-trip information sessions, and on-trip leadership.
- Lead trips in the field, ensuring strong group management, safety, and overall participant experience.

### ***Facilitation and Participant Support***

- Build strong, appropriate relationships with teen participants that foster growth, autonomy, and engagement.
- Manage behavior and group dynamics using sound judgment; escalate concerns to the Youth Program Director as needed.
- Track attendance and participation accurately.

### ***Program Management and Family Communication***

- Serve as the primary point of contact for families; manage consistent communication including schedules, updates, and inquiries.
- Coordinate program logistics, including schedules, transportation, facilitators, and program materials.
- Hire, schedule, and support facilitators in collaboration with the Youth Program Director.
- Track expenses and manage the program budget in alignment with AAI guidelines; communicate needs and updates as needed.

### ***Safety and Risk Management***

- Serve as the safety lead for all Adventurers programming, including day programs and overnight trips.
- Assess and manage risk across all activities and environments, with a focus on proactive planning and real-time decision-making.
- Implement AAI's Emergency Action Plan (EAP) and Emergency Response Plan (ERP) in all program settings.
- Conduct site assessments prior to programming and ensure activities meet AAI safety standards.
- Provide clear safety briefings to participants prior to programming and excursions.
- Document and report all notable occurrences and near-misses within required timelines.
- Ensure subcontractors and program sites are vetted in accordance with AAI processes.
- Maintain current CPR and Wilderness First Responder (WFR) certification.

### ***B2B Member Program (Depending on Candidate)***

*This section of the role may be assigned based on candidate experience, interest, and organizational need. It will be discussed during the hiring process.*

- Coordinate and lead a monthly outdoor program series for AAI's AmeriCorps members, including day programs and occasional overnight experiences.
  - Develop and maintain an annual event schedule that reflects seasonal opportunities and member needs.
  - Collaborate with second-year AmeriCorps members to support planning and delivery, providing structure and leadership development opportunities.
  - Manage program logistics, including locations, transportation, materials, and communication.
  - Track and manage program expenses in alignment with AAI guidelines.
  - Assess program quality and participant experience; gather feedback and recommend improvements to better meet member needs.
  - Ensure all events meet AAI safety standards, including risk assessment, safety briefings, and required documentation.
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### **Schedule Details**

The Teen Program Coordinator's schedule is built around three weekly program days and two planning and administrative days. The general weekly structure is:

- Tuesday (Salida): Program delivery — new program day (9:00 AM – 4:00 PM approximate)
- Wednesday (Manassa): Program delivery — new program day (9:00 AM – 4:00 PM approximate)
- Friday (Alamosa): Program delivery — established Alpine Adventurers program day (hours per weekly schedule)
- Monday and Thursday: Planning, curriculum development, facilitator coordination, family communication, and administrative tasks (flexible; some remote work possible)

Overnight excursions and select field trip days require extended or weekend hours and are scheduled well in advance.

The position begins in early August with approximately three weeks of prep and planning before programs start, and concludes at the end of May with time for wrap-up and preparation for the following year.

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### **Program Information**

The Alpine Adventurers Program is AAI's teen-focused homeschool program, serving students ages 12–15 across the San Luis Valley and Salida area. Programs run on Fridays (Alamosa, established) and expand to Tuesdays in Salida and Wednesdays in Manassa beginning in the 2026–27 program year. Programming follows a block-based model with themed sessions — including outdoor recreation, wilderness and survival skills, outdoor careers and leadership, winter recreation, and water recreation — with excursion days voted on by participants. The program year includes a minimum of two overnight trips per program area, the end-of-year trip of which is fully planned by youth. With a focus on teen development, outdoor leadership, and community, Alpine Adventurers provides a dynamic environment where students take on increasing ownership of their experience.

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### **Desired Knowledge and Skills**

- Experience working with teens in educational, outdoor, or experiential settings; strong understanding of adolescent development.
- Experience designing and delivering outdoor or experiential programming.
- Experience leading overnight or multi-day trips, including logistics and participant preparation.
- Sound judgment in safety and risk management, particularly in outdoor environments.

- Strong facilitation skills, including behavior management and group leadership.
  - Strong organizational and planning skills; able to manage logistics, schedules, and multiple responsibilities effectively.
  - Clear and consistent communication with youth, families, and staff.
  - Ability to work independently while staying aligned with organizational expectations.
  - Collaborative and team-oriented, with the ability to both lead and support.
  - Familiarity with homeschool communities or mixed-age programming preferred.
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### **Additional Qualifications**

- Must live within or be willing to travel regularly to the San Luis Valley and Salida/Chaffee County area.
  - Valid driver's license and ability to pass required criminal and motor vehicle background checks.
  - Current CPR certification required.
  - Life Guard certification required.
  - Wilderness First Responder (WFR) certification required; candidates without current certification must be willing to obtain it prior to the start of programming.
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### **Physical Requirements / Work Environment**

- Frequent walking and standing.
  - Ability to lift up to 40 lbs.
  - Occasional driving for extended periods.
  - Must be able to participate actively in outdoor environments across varying weather conditions.
  - Some evenings, overnights, and weekends required.
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### **Benefits**

- Up to \$4,300 Health Savings Account annual contribution for an individual or \$8,550 HSA contribution for families.
  - Flexible schedule and working environment.
  - Unlimited PTO.
  - Work vehicles provided for 90% of travel.
  - Ability to work 100% remotely for short periods of time.
  - Support in taking up to 5 hours per work week for wellness if other tasks are completed.
  - Flex time options during busy seasons.
  - Minimum of 3% 401(k) employer contribution.
  - Cell phone and computer provided.
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### **To Apply**

Send your resume and cover letter to [sara@alpineachievers.org](mailto:sara@alpineachievers.org). Applications will be reviewed on a rolling basis until the position is filled. We welcome applicants from diverse backgrounds and experiences to bring unique perspectives to our team.