



Position: Seasonal Salaried  
Seasonal Assistant Director/Basecamp Logistics Manager

Stipend: \$3,500 per month

Duration: May 6, 2024, to September 6, 2024

Location: Journeys' basecamp is in Bothell, Wa which is just North of Seattle. We share land with Songaia Co-housing Community [www.songaia.com](http://www.songaia.com). This is not a position with accommodations provided.

This position is a 4 month exempt position with irregular hours. You will receive the equivalent of 2 days off per week which might have to accumulate each month for longer periods of time off, In other words your time-off schedule will vary weekly/monthly and requires approval according to the needs of the program.

“Journeys” is a well-established and growing organization which focuses on building skills to honor life transitions through meaningful rites of passage. Programs offered include wilderness based expeditions for all individuals who are 10 and older, including offerings for adults, leadership intensives designed to teach wilderness based rites of passage to others, and community programs to explore a wide variety of topics that support ceremonial opportunities to deepen connection with self, community, nature and spirit.

Join our management team at Rite of Passage Journeys for our summer programs. While the following tasks outline your primary responsibilities, our lean staff necessitates flexibility to contribute wherever needed to ensure the smooth operation of our programs. This could involve stepping in to lead a ceremony, preparing a guide team, assisting with emergencies, or providing last-minute backup for a guide in the field.

This role offers an excellent opportunity to gain experience in Outdoor Recreation Management. You will develop a strong foundation in risk management, youth/family support, guide training, and logistics.

- Maintain and oversee upkeep of vans
- Coordinate ordering of food and gear for the season
- Ensure regular grocery supplies are stocked for upcoming trips
- Organize food systems and provide support for guides

- Point of contact for food rationing during trip prep days
- Arrange and organize gear for the season
- Assist with trip resupply as necessary, requiring a good driving record and potential use of personal vehicle for travel to the Olympic Peninsula (with reimbursement)
- Manage and maintain Basecamp grounds
- Oversee upkeep of Basecamp facilities, including the outdoor kitchen, food storage, gear storage, and preparation of surrounding land for the summer season
- Prepare supplies for mask making, severance, and incorporation ceremonies for Coming of Age Programs
- Welcome families and coordinate parking procedures for participant drop-off and return
- Serve as backup for leading/participating in severance and incorporation ceremonies
- Provide backup support for guides in the field
- Assist in organizing Guide Training
- Assist in backing up the Program Director in tasks and duties

Qualifications:

- Prior experience in outdoor backpack guiding, with the ability to serve as a backup guide in case of emergencies
- Preference for studies in Outdoor Recreation Management or related field
- Inherent interest in learning about Wilderness Youth Rites of Passage
- Minimum certification in Wilderness First Aid; Wilderness First Responder certification preferred
- Knowledge of outdoor gear and proficiency in equipment maintenance and repair
- Organized, quick learner, with a willingness to adapt and problem-solve on the go
- Strong communication skills and self-awareness to facilitate effective teamwork
- Interest in attending Rite of Passage - Leadership Fundamentals Training (dates to be provided)

\* There is potential to guide one of our [Call to Adventure](https://www.riteofpassagejourneys.org/call-to-adventure) (<https://www.riteofpassagejourneys.org/call-to-adventure>) trips depending on availability during hiring process for this position and the demands of the season.

Inquiries ~ Please send cover letter and resume to: [info@riteofpassagejourneys.org](mailto:info@riteofpassagejourneys.org)