Ironwood Tree Experience

Our mission: To inspire youth to connect with their community through experiences in nature.

Program Coordinator Position Description

Position Title: Program Coordinator **Status:** Full-time, non-exempt 30-32hrs/wk, 10-month seasonal*
Starting Pay Rate: $25.04/hr **Reports to**: Program Director
Employment Dates: January 27 - May 31, 2026 **Application Deadline:** December 28, 2025
Benefits include: Paid Time Off including 2 days (16 hrs) of Wellness PTO & 5 days (40 hrs) of Vacation PTO, reimbursement for qualified medical insurance**, flexible work schedule and the opportunity to work with a fun and passionate team in a desirable work location.

*This position is being posted for 4-months of employment with the opportunity of being re-hired the following season. Hiring priority will be given to candidates who are interested in returning for a full 10-month season in August 2026.

**If the employee will be continuing employment in August 2026, they are eligible for maintaining their health insurance benefit during June & July.

About ITE
Ironwood Tree Experience, founded in 2005, is a nonprofit organization providing young people with fun, active, and educational outdoor experiences. ITE's mission is to inspire youth to connect with their community through experiences in nature. It is our vision that, through the work of ITE and others, young people across Southern Arizona stand up for the healing & well-being of our Earth.

Job Overview
Program Coordinators (PC) are responsible for the coordination and logistical planning across multiple ITE programs and events, and instruction and facilitation in the field. Programs may include semester-long internships, school field trips, educator professional development, single and multi day nature adventures, and mobile live stream programs. ITE programs include interpretive lessons focusing on Sonoran Desert Region natural history, cultural diversity, ecology, watershed, green stormwater infrastructure, and sustainability practices. PCs can expect to spend more than three quarters of their time in the office in a highly collaborative environment with program instructors, managers and directors.

Duties and Responsibilities
Program Coordination (70%-85%)
- Coordinate all relevant logistics and planning necessary to execute ITE programs, including vehicle rentals and food planning.
- Coordinate with teachers, program partners, and/or community partners to execute programs.
- Communicate with Engagement Coordinator and Program Instructor to ensure that youth participants and families are informed about the program details and each program day.
- Collaborate with the ITE team to meet strategic goals and objectives for programs and youth membership.
- Administer & collect participant evaluations, program data and testimonials from participants as well as other essential administrative tasks that accompany programs, such as photo uploads, social media posts, and data entry using Google Workplace, Social Media platforms, and other software.

- Plan and implement curriculum for assigned programs, including ITE's signature mobile live stream programs.
- Role model best practices and proper use of program equipment, operational systems, office space, and Urban Field Station.
- Collaborate and attend scheduled meetings, trainings, and other gatherings with the ITE Team.
- Compile program data and write reports, as assigned.

Program Instruction (10-25%)

- Attend and support youth programs and events as needed.
- Ensure program delivery aligns with program outcomes.
- Manage risks to ensure mental, emotional, and physical safety for all youth participants on programs. Take a lead when needed risk management decisions must be made in the field.
- Facilitate a variety of engaging and experiential activities in the field, including interpretative presentations.
- Effectively manage group dynamics among youth participants to support a healthy, respectful, and inclusive environment.
- Work closely with other staff members to collaboratively execute field lesson plans to meet the ever-dynamic nature of field programs.

Other Duties and Responsibilities (5%)

- Work with the Directors to achieve strategic program goals, including the development of new programs.
- Represent ITE at community and organizational events, campaigns, and other activities as assigned.

Eligibility Criteria

- Willingness to undergo a criminal background check and provide proof of clean driving record.
- Meet the 25+ year old age requirement for operating vehicles, including High Occupancy Vehicles (HOV).
- Willingness to drive HOVs and other vehicles with youth passengers.
- Availability and flexibility to work a variety of days and times, including many weekends, some overnights, and multi-day trips.

Required Qualifications

- Professional experience working with a youth audience, ages 12-20, in experiential education settings.
- Experience in a leadership role, including program coordination, program management, or other comparable experience.
- Ability to design program content and collaborate with the field team for implementation.
- Knowledge of regional ecology, natural history, and cultural history and possesses the ability to share content with a youth audience in engaging and relevant ways.
- Ability to work effectively in a highly collaborative and dynamic work environment.
- Extremely organized and detail oriented with ability to follow systems and procedures.
- Have current Wilderness First Aid (WFA) certification or willingness to obtain within 90 days of hire.
- College degree, degree seeking, or comparable certification or experience in ecology, cultural ecology, environmental sciences, geography, environmental education, or related fields.

Preferred Qualifications

- Current HOV driver certification, Defensive Driver training, and/or experience driving HOVs with passengers.
- Current Wilderness First Responder (WFR) certification.
- Interpretive training or experience presenting natural history concepts.
- Experience in water harvesting, green stormwater infrastructure, urban planning and/or community organizing.
- Training in Justice, Equity, Diversity and Inclusion topics.
- Proficient/Fluent Spanish, O'odham, Yoeme speaker and comfort discussing concepts bilingually.

Physical Requirements
In order to successfully perform the essential functions of this position, an applicant must be able to:

- Work in an office environment on a laptop computer.
- Stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds.
- Support a wide range of youth abilities on hikes and backpacking trips, including the ability to hike a minimum of 3 miles at a moderate pace on varied terrain, on and off trail, "scrambling" in washes (which may include traveling over boulders and rocky terrain sometimes using hands for balance), and on flat or steep terrain while carrying a minimum of 25 lbs.
- Comfortably lead youth in varied outdoor environments and on dynamic programs while maintaining personal focus, energy, and well-being in order to prioritize the needs of participants. Some reasonable accommodations may be made to individuals with disabilities to perform the duties of this job.

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of experience and skills needed, and/or duties & responsibilities, as well as working conditions, associated with the position.

How to Apply
Complete the online application with an attached cover letter and résumé. Please contact Deborah Oslik, Associate Director, at deborah@ironwoodtreeexperience.org if you have any questions.