



TRIP COORDINATOR (Multiple Positions Available)

Our Mission

Explore Austin combines mentoring, leadership, and outdoor adventure to empower youth to reach their full potential.

Our Culture

We approach our mission with intention, believing that making time for exploration cultivates **self-discovery**. Leading with **equity**, we strive to remove barriers to outdoor adventure. We boldly embrace change and **adapt** to the evolving needs of our community. We celebrate the journey – sharing our wins and learning from our losses. Fostering a space of trust and belonging, we establish a culture of **courage, commitment, and gratitude**.

Description:

This position plays a critical role in ensuring our wilderness trips are fully equipped and run smoothly, ultimately providing youth with safe and impactful outdoor experiences. This role assists the Program Team with coordinating team Gear Checks, Launches, and Receives for multiple teams going out on Summer Wilderness Trips each week from June 1 - July 26. While this role is temporary, there is a potential to stay on longer after this seasonal position ends on August 1 depending on team needs. The Trip Coordinator will report directly to the two Program Managers and Program Director.

Trip Coordinator - Responsibilities

- Pull and prep gear that goes out on the Summer Wilderness Trips beginning in June
- Proactively identify and communicate problems with gear and find repair or replacement solutions
- Assist with loading and unloading the technical and camping gear from the trailers and vehicles
- Wash or sanitize equipment before it is returned to its location in the warehouse
- Work with the Program Team to return gear to its proper location
- Maintain an organized warehouse
- Ability to drive a passenger van, potentially long distances, for transporting gear
- Preps vehicles and trailers before departing for trips, i.e. gas up vehicles and double-check tire pressure.
- Transport vehicles to the shop if professional maintenance is required
- Cleans vehicles returning from trips
- Ensure every vehicle has the proper paperwork and emergency vehicle kits inside
- Assist Trip Leaders with food buying and any other trip prep needs

We are looking for someone who is detail-oriented and enjoys following established organizational systems. This person is responsible for one trip a week, ensuring the Trip Leaders have everything they need to run a safe trip. This person has excellent communication skills and will assist with Gear Checks, Launches, and Receives. This person will collaborate with team members to ensure all logistics are coordinated and communication remains seamless.

Working Conditions:

Each role is on-site at the Explore Austin Warehouse located in Del Valle. The majority of the Warehouse (where most of the gear is stored) is not air-conditioned; there is a smaller portion, including an office, a bathroom, a kitchen, a pantry, and a bike mechanic shop that is air-conditioned.

The work involves handling and moving heavy gear and equipment, including camping, climbing, and biking gear, as well as loading and unloading vehicles and trailers. Applicants should be prepared for physically demanding tasks, such as lifting items up to 50 pounds and standing or bending for extended periods of time.

Due to the timing of trip departures and arrivals, shift times can vary drastically, with hours as early as 6:00 am and as late as 10:00 pm.

Qualifications:

- Strong organizational, problem-solving, and analytical skills with close attention to detail
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Experience with using and maintaining outdoor gear is preferred, but training can be provided to qualified candidates
- Prior experience driving passenger vans is preferred, but training can be provided to qualified candidates
- Weekend availability is required, as most shifts fall between Thursday and Sunday.
- Passion, enthusiasm, focus, creativity, and a positive outlook

Compensation: Hourly pay range is \$17 to \$20 per hour depending on experience and qualifications, around 15 hours per week

To apply, email jobs@exploreAustin.org with a:

- 1) **Cover Letter**
- 2) **Resume**

We will be accepting applications until all the positions are filled.