Definition & Purpose:
The White Mountains Basecamp Coordinator will be responsible for the execution of the logistic plan for August Leader Training and the White Mountains Base Camp program week. They will assist the other coordinators with spring trainings, paperwork related to the program (route plans, participant paperwork, etc.), and participant communication. This coordinator will be responsible for making campsite reservations; readying the equipment and food for both training and the program; and will work with a team of volunteer logistics staff to ensure that tasks are being completed during the program. During the program, this coordinator will be stationed in the White Mountains with the Outdoor Adventures Summer Program Coordinator and PAWS Director. Together, this team will serve as the first part of the emergency response team for the White Mountains Basecamp Program and the White Mountains Backpacking Program. This coordinator will also have responsibilities in enforcing the policies of PAWs with participants and leaders while acting as a point-person for logistical and schedule-related issues during PAWs.

White Mountains Basecamp Program Area Description
This area of the program will have 4-5 groups based out of campgrounds in the White Mountains, NH. These groups will travel independently via van to different locations in the region each day to participate in a combination of activities which include: day hikes, canoe trips, and/or rock climbing. In order to lead this area of the program, a leader must have completed at least one of the following technical and leadership experiences.

- Technical: Former PAWs participant or an Outdoor Adventures day hike.
- Leadership: Leadership Camp, Applied Leadership RMP 593, or another 2-3 credit leadership class at UNH.

Duties and Responsibilities:
- Serve as part of PAWs general logistics team
- Oversee gear inventory and purchasing plan for program area
- Pack all gear boxes for training and program
- Assist Logistic coordinator with food box packing for training and PAWs
- Coordinate gear cleanup and storage efforts at the closure of the program
- Coordinate gear transition from training week to program week
- Coordinate transport of gear from Rec. Center to Mendums
- Assist in updating training and program schedules
- Lead skills sessions for leader training (campsite setup and cooking, canoeing, orienteering, day hike)
- Brief leaders on TCP’s prepared by Outdoor Adventures Coordinator
- Assist in other training sessions as assigned
- Assist in participant paperwork organization
- Drive campus rec vehicles (occasionally with a trailer in tow) as necessary
- Act as point person for logistics, scheduling and other issues during PAWs
- Help ensure that leaders and participants are acting within established policies

**Time Commitment:**

**Spring – 40 hours total (scheduled based on availability)**

During the spring semester, the coordinator will work with the program co-coordinator to plan spring trainings, work on august training plans and inventory and plan for gear purchasing. The coordinator will be the co-leader on the day hiking training.

**August – Full-time (40 hours/week)**

During the month of August, the coordinator will procure all equipment and supplies and stage it at Mendums. He or she will be responsible for readying the gear boxes. The coordinator will also work on participant communication and paperwork organization, finalizing training plans and program schedules and other tasks as needed or outlined above. During PAWs training this coordinator will co-lead the White Mountains Basecamp group along with the Outdoor Adventures Summer Program Assistant. During PAWs, the coordinator will be in the White Mountains and will act as part of the emergency response team.

**September – 10 hours total (scheduled based on availability)**

During the first few weeks in September, the coordinator will be responsible for the oversight proper gear storage and facility cleanup. They will meet with the other coordinators to evaluate the efforts and also will be responsible for inputting participant evaluation data.

**Qualifications:**

- Strong interest in program administration
- Experience planning for events
- Keen attention to detail
- Self-directed and ability to work independently
- Ability to communicate clearly
- Experience in a leadership role
- Strong technical skills in at least three of the following: day hiking, camping, cooking, canoeing and orienteering
- Clean driving record
- Past experience with the PAWs program **required**

**Education:**

- The applicant must be a current UNH student/graduate student or a UNH Alum (graduate within the past 3 years).

**Period of Employment:**

- Employment with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

**Compensation:**

- $12/hour.
- 10 hour max per day unless discussed prior.