



WYOMING CATHOLIC COLLEGE
JOB DESCRIPTION
Leadership Development Coordinator



Job Title: Leadership Development Coordinator

Department: COR Expeditions / Wyoming Catholic College Outdoor Leadership Program

Compensation: Salaried, Full Time w/ benefits

Reports to: Executive Director of COR Expeditions

Work Schedule: Office hours are M-F 8:30-5:30. However, significant evening and weekend hours will be required, in addition to some 24/7 field time in the backcountry.

Position Summary: The Leadership Development Coordinator works with Wyoming Catholic College staff to plan and provide trainings and resources for COR Expedition courses and Wyoming Catholic College Outdoor Leaders, especially the Wyoming Catholic College Outdoor Leader progression and wilderness medicine trainings.

Primary Job Responsibilities:

1. **Plan and direct** the WCC Leader Week and progression/training leading up to it.
2. **Plan, direct, and instruct wilderness medicine courses for COR expeditions** including both the WFA and WFR.
3. **Plan, direct and instruct Wyoming Catholic College's annual WFA course and subsequent wilderness medical scenarios**, and assist at the annual WFR course for WCC students.
4. **Instruct Wyoming Catholic College and COR Expeditions field courses & trainings**
5. **Maintain & update manuals & curriculum:** Work with Wyoming Catholic College staff to update the Outdoor Leader Manual, COR Professional Instructor Manual, field paperwork, and technical activity protocol sheets
6. **Plan and coordinate skill-building workshops** - hard skills, soft skills and programming leadership - for prospective leaders, Wyoming Catholic College Outdoor Leaders, and professional COR instructional staff
7. **Support, mentor, and train** Wyoming Catholic College Outdoor Leaders
8. **Assist with permit acquisition & maintenance**

Additional Functions/Responsibilities:

1. **Support, mentor, and train** COR Missionary Staff and Field Instructors
2. **Attend professional development** opportunities in the fields of both outdoor education and Catholic ministry
3. **Seek out and maintain professional level certifications**
4. **Additional duties and filling in, as required**

Additional Details:

Initial two-year commitment to Wyoming Catholic College is requested, though employment is at-will. This position will be partially support based and partially paid, meaning that the employee is expected to fundraise a portion of their salary. This develops additional buy-in with the mission of the organization and builds the Wyoming Catholic College support team. There will be an annual review to determine the possibility of renewal.



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Minimum Requirements:

- **Mission-driven** and excited to represent the goals of Wyoming Catholic College, and specifically COR Expeditions to a wide population.
- **Bachelor's degree** that includes involvement with Outdoor Education & Leadership.
- **Current WFR** (Wilderness First Responder) and **CPR** certifications.
- **5+ years of outdoor instructional/guiding experience** in a variety of activities, including field courses longer than 2 weeks, trips in all four seasons, and trips in course areas around the country.
- **4+ years experience training** instructors and trip leaders in various outdoor activities.
- **4+ years of experience in planning and organizing** a variety of outdoor trips including: route plan development, technical knowledge of the route, emergency and evacuation routes/plans, leading faith-based programming, and choosing and finding qualified leaders/instructors.
- **Organized and attentive to detail.**
- **Strong interpersonal skills** - able to consistently communicate on a professional level both verbally and in writing.
- **Reliable** - able to maintain confidentiality when working with sensitive information.
- **Self-motivated**, proactive, able to work both independently and collaboratively
- Ability to maintain a **positive attitude** in the face of changing priorities and deadlines and to be creative with time management.
- Flexibility, creativity, and proven **problem solving skills** to meet and adapt to the needs of a growing non-profit organization.
- **Motivation and energy to fundraise support** for the program as well as acquire and maintain a personal support team (training will be provided).

Preferred Skills/Experience:

- EMT and/or Wilderness Medicine Instructor certification.
- Technical certifications such as AMGA SPI, Swiftwater Rescue, avalanche training, etc.
- 1-2 years prior administrative/office experience.
- Prior experience with COR Expeditions and/or Wyoming Catholic College Outdoor Leadership Program.
- Clean driving record, experience driving 12 passenger vans and trailers.
- Proven ability to take initiative, recognize needs, and brainstorm creative ideas/solutions to better meet the needs of Wyoming Catholic College generally, and COR Expeditions specifically.

Level of Supervision Received/Given:

Moderate; some projects will have a high level of supervision while others will have little to none.

Special Working Conditions:

This will be a hybrid office and field position with a variety of tasks and responsibilities.

To Apply:

Complete a Wyoming Catholic College Job Application at <https://wyomingcatholic.edu/employment-application/>

(including resume, cover letter & certifications).