



Position Description: Basecamp Facilitator

This field educator position at Cottonwood Gulch works with a small staff team to implement outdoor educational programs and the mission of Cottonwood Gulch Expeditions (CGE). Our mission is to provide outdoor learning adventures to youth of all backgrounds that foster personal growth, strengthen community, and inspire stewardship of the natural world. We have been leading outdoor expeditions since 1926, and currently work with hundreds of students (or “trekkers,” as we call them) each year. Using the outdoors as our classroom to explore science, culture, history, art, and adventure in New Mexico and surrounding states, we aim to inspire personal growth and build strong community. During the school year, we partner with more than 30 schools and nonprofits, primarily serving New Mexico students in grades 1-12 on trips ranging from one day to two weeks. These treks vary between classroom visits, day trips, overnight multiple day road-loops or Basecamp stays, and backcountry experiences. During the summer, we run multi-week expeditions for 8-18 year olds. This totals about 10,000 field days each year, a thriving Gulch Community, and hundreds of lives impacted for the better.

Job Objective: The Basecamp Facilitation team assists other staff members in providing exceptional outdoor education to our summer trekkers by maintaining a functioning Basecamp. This is a full-time, 24/7 residential position throughout the summer.

Resident **Basecamp Cooks** are the part of our Basecamp team that provides nourishment through food and educational outdoor programming. Cooks assist our food manager in designing menus, preparing food, and keeping the kitchen clean. Cooks’ schedules differ from everyone else at basecamp, in that they are expected to be up before bells to prepare breakfast, and are often cooking during daily activities, therefore evening activities (games/campfires) are optional. However, cooks should plan to find ways to involve trekkers as part of their regular routine.

Resident **Basecamp Operations Assistant** is primarily part of our Basecamp team that provides behind the scenes support to keep our 550-acre Basecamp running smoothly. Daily duties can differ depending on need, and typically involve hands-on labor that is expected to be completed autonomously. This team should involve and teach trekkers whenever possible.

Responsibilities:

Responsibilities specific to this role:

- Lead topic specific education sessions, “Cottonwoods”, at our Basecamp twice weekly throughout the summer to trekkers ranging in age from ages 8-20.
- Resident **Basecamp Cook** will:
 - Work as a team to design a menu with southwest flair that considers relevant dietary restrictions and time budgetary restraints
 - Cook food in a commercial kitchen for 30-150 people
 - Utilizes systems to inventory, store, manage leftovers, within food handlers guidelines
 - Assist in ordering/sourcing food from a variety of vendors
 - Educate, impart new ideas, and inspire trekkers to learn to cook
 - Assist in preparing/cooking/dehydrating meals for backcountry settings



- Follow all Food Handlers protocols and CGE food safety guidelines and specifications

- Resident **Basecamp Operations Assistant** will:

- Collaborate to maintain swimming pool
- Construction and repair of basic items like shelves, chicken coops, tables, benches, etc.
- Oversee basic building repair and maintenance; painting, repairing hinges, roofs, stair treads, etc.
- Serve as part of a team that maintains composting latrines
- Assist with land management strategies such as trail maintenance/construction, erosion control, invasive species removal, etc.
- Manage trash and recycling removal; ability to drive manual transmission strongly preferred
- Ensure that firewood is stocked at various fire circles at Basecamp
- Ensure essential office tasks are completed each day; organization/cleaning, mail in/out, etc.
- Assist with gear management and repair
- Assist with event setup and breakdown
- Work with Operations Director to order supplies and manage a budget
- Join field programs when needed to assist or fill in for program staff

Responsibilities of all Gulch Basecamp staff:

- Plan and execute effective outdoor programming in the field and at CGE's Basecamp. Actively seek out and participate in opportunistic learning opportunities
- Provide leadership and support to outdoor education expeditions across the American Southwest, including in frontcountry and backcountry settings and at CGE's Basecamp
- Manage risk in line with CGE's practices and policies; provide medical care within trained scope of practice
- Participate in the maintenance and repair of our gear fleet
- Teach LNT principles and environmental ethics to groups of youth
- Drive large vehicles (pickup trucks, 15-passenger vans) on a variety of roads
- Attend, support, and assist with meals, nightly campfires, games on the field, staff meetings
- Collaborate to create a positive environment conducive to learning, growth, and fun
- Maintain professional relationships with CGE partners & community members including land managers
- Work with Program Director to order supplies and manage a budget
- Facilitate hand-on exploration for small groups of trekkers
- Collaborate with other specialists and staff to create engaging learning projects for trekkers
- Support Basecamp culture by leading chores, providing supervision during "down times," and fully participating in planning and executing each day

Qualifications:

- Applicants must be at least 21 years of age by the position start date and possess a valid driver's license. Younger applicants above 18 years of age will be considered for Cook and Assistant positions. Must have a clean driving history and be able to meet the criteria for CGE vehicle insurance coverage.
- Experience as an educator, leader, risk manager, artist, scientist, and/or adventurer.
- Wilderness First Aid (WFA) or ability to acquire within 30 days of hire; WFR/WEMT preferred.



- Lifeguard Certification or ability to acquire before start date preferred.
- Strong organizational skills; experience with Google Drive preferred.
- During the summer, must be able to live at our Basecamp near Thoreau, NM, or travel “on the road” with a group, practicing community mindfulness.
- Ability to communicate effectively and professionally with a wide range of audiences (fellow staff, community members, students, etc.).

We believe outdoor education takes many different forms; let us know about your unique skills and experiences!

Dates: Contract dates for Summer season only are from June 1st to August 15th. (Dates for Spring only are March 4th to May 24th and for Fall only are August 5th-November 1st, with the possibility of additional work in the winter and beyond) Preference will be given to staff able to work multiple seasons.

Work Location and Schedule: Thoreau, NM, with potential travel throughout the state, including periods of time camping in frontcountry and backcountry settings. Basecamp Specialist will be based mostly out of our Thoreau Basecamp with some exceptions.

Criminal Background Check: CGE requires criminal background checks from all employees.

Physical Requirements: Ability to hike up to 10 miles a day on uneven surfaces and carry a pack up to 50 pounds, sleep in a tent or open-air cabin accessed by stairs, work at a desk, talk on the phone, and use a computer.

Compensation: Salary ranges from \$1,650 to \$2,400/month with additional pay based on years of experience, seasons contracted, and applicable credentials. Room and board provided at Thoreau Basecamp throughout the summer. \$250 travel stipend available if traveling more than 500 miles. Various Pro Deals available to all staff.

Inclusive and Welcoming Environment

CGE is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, spousal affiliation, mental or physical handicap, serious medical condition, or military status in any of its activities or operations. Moreover, Cottonwood Gulch Expeditions believes in the learning, growth and healing that can take place outdoors. We also recognize that access to programs like ours—along with access to any green space, clean air and water, and healthy food—continues to be a privilege rather than a right. CGE recognizes that in outdoor spaces, the voices and work of people of color, people from working class backgrounds, Indigenous people, women, and LGBTQ+ individuals have been often overlooked and marginalized. Therefore, we encourage applications from people in these groups, and all people, regardless of background.

Please apply through Campminder using this [link](#) on our website