



## **Position Description: Operations Assistant**

**Our mission:** *To provide outdoor learning adventures to youth of all backgrounds that foster personal growth, strengthen community, and inspire stewardship of the natural world.*

**Job Objective:** The Operations Assistant works with small groups of staff and is primarily responsible for maintenance, upkeep, and improvement of our fleet of vehicles, as well as our facilities and properties, and inventory of gear in collaboration with the Operations Manager. The position may involve camping, hiking, day trips, and office time to plan expeditions.

### **Responsibilities:**

#### Responsibilities specific to this role:

- Manage and maintain CGE Vehicles and rental vehicles
- Oversee and maintain ABQ Office facilities, including Bunkhouse
- Support preparations for individual treks: gear issuing, vehicle prep, etc.
- Support projects and events happening at Basecamp
- Maintain and repair a fleet of hand and power tools including a schedule for anticipated replacement needs
- Assist in training seasonal staff on facility usage, repair, and organizational systems
- Assist with CGE gear, including storage, repair, inventory, & replacement

#### Responsibilities of all Gulch 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

**Qualifications:**

- Applicants must be at least 21 years of age by the start date and possess a valid driver's license. Must have a clean driving history and be able to meet the criteria for CGE vehicle insurance coverage.
- Experience with vehicle maintenance is required.
- Experience with power tools and basic construction tasks required; experience with plumbing, electrical, and general construction preferred
- Experience as an educator, risk manager, group cook, artist, scientist, and/or adventurer is preferred
- Wilderness First Aid (WFA) or ability to acquire within 30 days of hire; WFR/WEMT preferred
- Strong organizational skills; experience with Google Drive preferred
- 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; your unique skills and experiences will be considered and valued!

**Reports To:** Operations Manager

**Work Location and Schedule:** Albuquerque, NM (Fall-Spring) and at our Basecamp in Thoreau, NM (Summer) with travel throughout the state, including periods of time camping in frontcountry and backcountry settings. 50-80 hrs/month fall-spring. Extended hours likely in the summer. Additional per diem work as an educator in our outdoor educational programming is negotiable.

**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 & Housing:** Pay begins at \$18/hour fall-spring, plus housing in our Albuquerque bunkhouse. Summer pay begins at \$2,150/month, with food and housing provided at our basecamp.

**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 in the 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.

**To Apply:** Send a resume and cover letter to Neal Turnquist, Staff Experience Coordinator:  
[neal.turnquist@cottonwoodgulch.org](mailto:neal.turnquist@cottonwoodgulch.org)