



## Working with Montana Yellowstone Expeditions

**Thank you** for your interest in working with Montana Yellowstone Expeditions!

### Overview

MYE creates summer youth programs in Southern Montana that provide programming and full scholarships for underserved youth ages 15-18 from California, Montana, New York and elsewhere. Each program is a multi-element experience that combines wilderness backpacking, a river trip, service learning and projects, equestrian training, leadership, and personal and group development into an effective 25-day experiential learning experience. Upon completion of the MYE summer program, alumni are engaged in our Life Skills follow-up program that builds on new skills, and provides connections and resources for becoming who they want to be and taking their initial steps in the adult world.

MYE operates from a basecamp in the Tom Miner basin area of Montana's Paradise Valley, 30 minutes south of Livingston, MT, and 20 minutes north of Yellowstone National Park. MYE programs take place in and around YNP, on the Yellowstone River, and in the communities of southern Montana.

MYE is a challenging and rewarding place to work. We offer the opportunity to help craft and deliver programs that make a true and lasting impact on participants and staff alike. Each member of the staff plays an integral role in MYE's daily operations. We are all in it together and support each other to provide exceptional quality programming.

Working at MYE requires flexibility, ingenuity, commitment, and a desire to make a difference. Our staff members are encouraged to accept new challenges, step outside their comfort zone, and take advantage of all that MYE has to offer. Our goal is to create an environment of professional growth and learning for all staff. We will give you our very best and require the same in return.

The summer season consists of six 25-day multi-element wilderness programs, and three alumni programs – two 25-day Leadership Labs and a summer Intern Program. Staff to participant ratio is 5:1.

Montana Yellowstone Expeditions has the following opening for the 2010 summer season:

### **Position Description: Kitchen Coordinator**

The Kitchen Coordinator is responsible for overall management of the MYE kitchen, dining room and food facilities.

The MYE kitchen is used to feed students and staff who are on site at the MYE basecamp (approximately 40 people) three meals per day. MYE attempts to purchase and provide local, organic, whole food meals, with an emphasis on quality, flavor and sustainability, whenever possible. We also work to educate participants and staff about our food, its origins and substance.

### **Timing**

Start Date: May 17<sup>th</sup> 2010 (to be confirmed)

End Date: August 22<sup>nd</sup>, 2010 (to be confirmed)

Timing reflects an average of five days worked per week, on a variable schedule.

We are looking for full season commitments and position is open until filled.

### **Compensation**

Per diem, DOE;

Meals and lodging at MYE facilities for the entire season.

## **Reports to**

MYE Program Director (PD)

## **Responsibilities: Primary**

The Kitchen Coordinator is primarily responsible for all aspects of kitchen and dining room management and food preparation. Including, but not limited to:

- ✓ Food purchase, stocking and quality control
- ✓ Menu planning, in coordination with MYE schedules
- ✓ Meal planning, preparation, service, and cleanup
- ✓ Ensuring MYE is in compliance with health and safety codes
- ✓ Management and responsibility for MYE kitchen facilities
- ✓ Intern supervision and training as related to food and kitchen needs
- ✓ Coordination with Logistics Manager (LM) on purchase of backcountry program food
- ✓ Developing an education program for participants and staff about the food we are eating, its origins and substance
- ✓ Working with the MYE Executive Director (ED), PD and Program Assistant (PA) to accomplish and integrate MYE sustainability goals as pertains to kitchen facilities, food and nutrition.
- ✓ Supervision and training of Kitchen Assistant and General Assistant, and any other MYE staff member assisting in the kitchen
- ✓ Providing work schedules for Kitchen Assistant and themselves in a timely fashion and in coordination with PD
- ✓ Ensuring the MYE kitchen is a welcoming environment to all MYE staff and students, and that kitchen polices and guidelines are communicated to them in a supportive and timely manner
- ✓ Work with each MYE group to prepare a collective meal
- ✓ To provide breakfast, lunch and/or dinner coolers when required by groups staying at basecamp

## **Responsibilities: Secondary**

In addition to the above, the Kitchen Coordinator may be responsible for:

- ✓ Transporting groups
- ✓ Serving as logistical support staff as coordinated by the PD
- ✓ To assist in Search and Rescue/Emergency operations as required by PD or ED, as appropriate to skill level
- ✓ Supplying food to Tom Miner site when directed by PD

## **Qualifications**

- ✓ Must be 21 years or older (insurance requirement) with a clear driving record
- ✓ 4+ years relevant work experience including staff supervision experience
- ✓ High energy, positive attitude, ability and willingness to work long hours and multiple days in succession
- ✓ Flexible, organized, and adaptable to the changing demands of conducting youth-based programming
- ✓ Strong working knowledge of MS Word and Excel programs
- ✓ Current CPR certification
- ✓ Experience working in a wilderness or education program, and/or in a remote location would be an advantage

## **To Apply**

Email a cover letter with your resume/CV to Program Director, Ellen Sagmyr, [ellen@myeconnect.org](mailto:ellen@myeconnect.org). She will respond within three days to arrange an initial conversation and/or forward an employment application.

MYE Website: <http://www.myeconnect.org/>