

KROKA SEMESTER COORDINATOR JOB DESCRIPTION

Kroka's Semester Coordinator is a year-round, full-time position coordinating one Fall and one Winter/Spring Semester. The Semester Coordinator is the primary "face" of these programs. The Coordinator is a member of the Semester Leadership Team, and works alongside the Semester Manager to plan and facilitate the entire semester experience. The Coordinator both works with and supervises the various Semester teaching teams.

TO APPLY:

Begin with the "Start Here" button on the [Kroka.org/about/hiring](https://kroka.org/about/hiring) page.

START DATE: October 1, 2025

DESIRED QUALIFICATIONS:

- ❖ Exceptional levels of compassion, optimism, humor and energy
- ❖ Personal experience, passion and curiosity for the natural world, adventure sports, and living in community
- ❖ Alignment with Kroka's values and mission
- ❖ Experience leading multi-week, remote wilderness expeditions for Kroka, NOLS, Outward Bound or other similarly reputable outdoor schools
- ❖ Experience teaching at the high school and/or college level
- ❖ Current Wilderness Medicine Certification (WFR or W-EMT)
- ❖ Prior experience managing expedition logistics for groups, including food planning and resupply, equipment, and itinerary planning
- ❖ The ability to teach one or more of the following: flatwater or whitewater paddling, canyoneering, backpacking, backcountry skiing, or bikepacking
- ❖ Desire to spend 2 - 3 weeks per semester in the field

DETAILED RESPONSIBILITIES:

- ❖ **LOGISTICS:**
 - Working with the Semester Leadership Team to create the expedition itinerary
 - Schedule and co-lead the daily operations of Kroka's Semester School when semester is on campus: classes, community visits, fitness, etc.
 - Support Semester events
 - Plan & facilitate all expedition layovers and resupplies
 - Obtain all needed permits for itineraries
 - Cultivate relationships with landowners, partners and friends of Semester and support en route "encounters"
- ❖ **FOOD AND EQUIPMENT:**
 - Purchase, gather and repair equipment, maps, craft supplies in collaboration with Gear & Facilities Managers, instructors & guest teachers
 - Create menus and food curriculum that reflect Kroka's values, in collaboration with Food & Farm Managers and instructors

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❖ **STAFF:**

- Directly supervise and manage instructors at basecamp
- Hire & recruit expedition leaders and guest teachers, in collaboration with the Semester Leadership Team

❖ **STUDENTS:**

- Communicate with students before semester start, delivering feedback and support on fitness plans, packing lists and semester preparations
- Hold the big picture of individual student health, wellbeing and development
- Communicate with students 2-4 weeks post-semester

❖ **CURRICULUM:**

- Support instructors with academic curriculum planning and instruction, in collaboration with the Semester Manager
- Maintain syllabi and curriculum documents
- Coordinate Big Job mentorship

❖ **COURSE DIRECTING & COMMUNICATION:**

- Primary Course Director for Semester expeditions
- Oversee Emergency Response Plans, program clipboard, updated itineraries, and Kroka emergency communication

COMPENSATION & BENEFITS:

- ❖ Year-round salary commensurate with experience, \$41,000 - \$48,000
- ❖ Employer-paid health insurance
- ❖ Employee-matched retirement benefit
- ❖ Paid vacation, holidays, and the occasional ability to work remotely
- ❖ Housing in Kroka's Staff Village, and nutritious, delicious meals
- ❖ Belonging to an incredible community full of wonderful humans (and adorable farm animals)