



**“To be whole. To be complete.
Wildness reminds us what it
means to be human, what we
are connected to rather than
what we are separate from.”**

- Terry Tempest Williams



**Welcome to
BOLD & GOLD**

Staff Hiring Packet

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Welcome BOLD & GOLD Staff

Welcome to BOLD & GOLD! We are incredibly excited to welcome you to our community. You are undertaking a unique opportunity to make a difference in a participant's life that will be filled with incredible growth for them as well as yourself. As a part of our program, you will experience the wild places of the Pacific Northwest and share in those experiences with a community of participants. We love the participants we work with! We are passionate about getting them outdoors and helping them learn the skills they need to be positive multicultural leaders in their communities. This packet will help you be more prepared as you begin your journey with us. Welcome aboard!

Commitment to Equity

The Y actively promotes a culture free from bias and injustice. We are dedicated to removing institutional and systemic barriers that result in oppression and racism. We will be accountable to marginalized communities for creating equitable and sustainable environments where social justice is woven into every facet of our programs, and by caring for our communities in a culturally versatile and respectful manner.

Commitment Statement

As a part of BOLD & GOLD we aim to provide the best experience possible for our participants, families, and staff. We all rely on one another to help make a difference in a young person's life. Decommitting from a scheduled trip last minute will not only impact the participants, it will also impact your friends and coworkers. We will do all that we can to honor our commitments and expect that you will do the same.

Resources Available to You

You will find additional information about BOLD & GOLD, including its history, the populations we serve, and our philosophy in the staff manual. The manual will be referenced throughout staff training and brought on each trip, it is highly recommended that staff look through that prior to the start of the season.

Positions within BOLD & GOLD

Being a part of a large team can be a bit confusing. To make it a bit clearer, here is an overview of year-round folks that are here to support you and BOLD & GOLD.

BOLD & GOLD Leadership Staff

- **Carly Roeser** - Carly is the BOLD & GOLD Summer Program Director. She is the person who manages all in-field aspects of the program including logistics, program resources, staffing, and curriculum.
- **Kayla Rosenow** – Kayla is the BOLD & GOLD Partnership Program Director. She oversees all school year programming for BOLD & GOLD. She also plays a vital role in supporting summer programs.
- **Troy Donovan** –Troy, our Operations Manager, oversees our logistics team during the summer and manages Outdoor Leadership operations and the Cascade People's Center throughout the year.
- **Corin Eckley** – Corin manages all correspondences with participants and their families including participant summaries, enrollment, and community relations. Corin is a part of the Admissions team who works hand-in-hand with BOLD & GOLD.
- **Robin Chiles** – Robin is the Director of Equity in the Outdoors. She supports multiple programs within the Youth Center of Excellence in providing resources and training related to Diversity, Equity and Inclusion work as well as building relationships with community partners.
- **Geoff Eseltine** – Geoff is the Executive Director of Outdoor Leadership at the Y. He is responsible for supervising the three programs BOLD & GOLD, Climbing & Challenge, and YMCA Earth Service Corps.

BOLD & GOLD Seasonal Staff:

- **Logistics Coordinator:** Logistics Coordinators make sure instructor teams have everything they need to facilitate an amazing outdoor experience. Whether it's repairing gear, playing games with participants, or motivating a group of tired folks to get their gear cleaned, Logistics Coordinators are an essential part of our program.
- **Logistics Manager:** The Logistic Manager supports our Operation's Manager in managing all in-field logistics for our program. They support all systems of gear, food, and supplies while managing and inspiring the Logistics Team.
- **Wilderness Instructors:** Instructors are in the field with participants 24 hours a day for the duration of their trip. It is their responsibility to maintain a physically and emotionally safe space for everyone in the group. It's their role to be teacher and mentor to their participants.
- **Operations Specialist and Wilderness Instructors:** Operations Specialists and Wilderness Instructors are staff who have the opportunity of experiencing the best of both worlds, working both in the field as wilderness instructors as well as supporting trips through a logistics coordinator role.
- **Course Directors:** Course Directors bring all the pieces together to ensure a high-quality experience for the participants, their families, and the wilderness instructors. They lead pre- and post-days for instructor teams and are the main point of contact for staff in the field. They work closely with other members of the leadership team.
- **Mini-Bus Drivers:** Each summer we hire a few staff dedicated to transporting trips and supplies across the Pacific Northwest. Many of these staff only work weekends.
- **Leader-in-Training (LITs):** LITs are high school juniors and seniors who have applied and interviewed for a position in the LIT cohort. LITs attend a one-week Training Trip with peers in the beginning of the summer. Then LITs are assigned a Mentor Trip, which is a one-week middle school trip. They assist instructors and act as role models for younger participants.

BOLD & GOLD Hiring Overview

Given the nature of BOLD & GOLD programs there are several steps required to ensure that staff are hired and onboarded in a timely fashion.

iCIMS is the YMCA of Greater Seattle's hiring and onboarding system. This is where you submitted your application materials, and where you will submit your onboarding paperwork. You will be required to login and complete the onboarding paperwork tasks through this system. You will need to have your login and password to access this information.

Please note the YMCA is a drug free workplace. Staff in positions that require driving (wilderness instructor, logistics manager, course director) are required to complete a pre-employment drug screen. If you have any concerns, please contact Carly Roeser (croeser@seattleyymca.org).

Step 1: Complete your iCIMS Onboarding Tasks- After your Offer Letter is signed, you will be assigned tasks in your iCIMS portal to complete as a part of the Onboarding process. This includes paperwork, completing a drug test (those who will be Authorized Drivers only), and other pre-employment information needs.

Step 2: Staff Information - Please fill out our Staffing Info Form with your contact info, dietary information, schedule, and skills [HERE](#).

Step 3: Certifications –Our National Park Partners require us to provide copies of all of our staff certifications as a condition of our permit. Please use [this form](#) to provide the information upload your certs.

- Wilderness First Aid or Wilderness First Responder
- CPR with in-person component
- Washington Food Handlers Card - If you possess one of these already, GREAT! If not, please go online and take the test here: www.foodworkercard.wa.gov There is a fee of \$10 that can be charged to a credit card. Once completed, you will be emailed a copy.
- Driver's License: All staff that will be Authorized Driver must provide a valid Driver's License. It does not need to be a Washington license.

Other Certifications:

- SPI
- LNT Master Educator
- Mental Health First Aid
- Etc.

Step 4: Social Media - We have Facebook pages dedicated to our program, [YMCA BOLD & GOLD](#), as well as a page exclusively for our staff: [BOLD & GOLD Talk](#). You can also find us on [Instagram](#)! BOLD & GOLD is also on Slack—you will receive an email invite to join the BOLD & GOLD Slack page—this is optional but highly recommended as it will be used for announcements and compiling resources for staff members.

Step 5: First Day of Employment – Your employment will not be finalized until your first day of work. On that day you will need to arrive with your I-9 employment verification documentation and have that reviewed. This includes, but is not limited to a Passport or Driver's License and Social Security Card. Once verified, you will officially be hired.

Email Account & UKG

Upon hiring you will be provided a Y email address and login information. Given the nature of work at BOLD & GOLD most positions are not required to routinely check their email. With that said, your email address provides access to UKG, the portal to access your paystubs, W-2, etc. Directions will be provided during training.

Benefits

- YMCA Membership: New staff can setup a Y of Greater Seattle membership by visiting any of the 14 branches. Membership provides access to any of YMCA of Greater Seattle's branches. Most of which provide a gym, pool, showers, and exercise classes.
- Access to Pro-deals: As a member of our team, you will have access to pro deals through Outdoor Prolink. Other companies do offer pro-deals to us; however, you will need to set up a personal account with them directly. Information on how to access Outdoor Prolink as well as other pro-deals opportunities, will be sent via email after completion of staff training. Please remember, it is for your personal and professional use. Please do not abuse this privilege.
- Staff T-Shirts: You will be given a BOLD & GOLD staff t-shirt during staff training. We ask that you take care of these and wear them on departure and return days.
- Staff Jackets: We are supported by Outdoor Research and as a staff member for BOLD & GOLD you will receive an embroidered BOLD & GOLD jacket.
- Subsidized Transit Pass: BOLD & GOLD staff based at the Cascade People's Center are eligible for a subsidized ORCA Business Card to utilize public transit at a rate of \$2.50 per paycheck. Information for signing up will be provided on the first day of work.

- Parking Support: Operating a wilderness program in an urban setting creates unique challenges. Vehicle parking/storage in Seattle has been identified by staff as a consistent concern. To address this issue, BOLD & GOLD provides long-term vehicle storage at the Port of Seattle while staff are in the field. Connect with the Program Director to learn more.
- Retention Bonus: BOLD & GOLD seasonal staff who complete their work agreement with us (working all scheduled trips and/or working through their position end date) will be eligible to receive a staff retention bonus at the end of the season.
 - Only 2023 Seasonal Exempt employees are eligible for this bonus
 - Employees must be in good standing. Employees who are on a performance improvement plan or received formal written warnings due to performance are not eligible.
 - Qualifying employees **can only be eligible for one bonus** during a season
 - An employee's eligibility resets after completing a season

\$250 Bonus

To qualify for a \$250 stay bonus, BOLD & GOLD staff must meet the following criteria:

1. Work 10 or more days, including prep and debrief, logistics, administrative, and driving. This does not include stay training time. * AND
2. Complete one's employment agreement and depart in good standing. This includes changes made to staff schedules that are communicated to, and agreed upon, by the employee after the season is underway.

\$500 Bonus

To qualify for a \$500 stay bonus, BOLD & GOLD staff must meet the following criteria:

1. Work 30 or more days, including prep and debrief, logistics, administrative, and driving. This does not include staff training time. * AND
2. Complete one's employment agreement and depart in good standing. This includes changes made to staff schedules that are communicated to, and agreed upon, by the employee after the season is underway.

*NOTE: If a program is cancelled by the Y after the start of the season, or a staff member is unable to work due to a confirmed case of COVID-19, those missed days will still count towards their bonus qualification.

- Wilderness First Responder Certification Support
To address the training gap and incentivize current and future staff to obtain Wilderness First Responder certification the following incentive program is being provided for 2023.

BOLD & GOLD seasonal-exempt staff hired and scheduled for the 2023 summer season will be eligible to have 50% of their Wilderness First Responder training fee* reimbursed by the Y. To qualify for the bonus, employees must meet ALL the following criteria:

- Successfully complete a Wilderness First Responder training** between January 1 and June 11, 2023;
- Provide certification documentation and payment receipt;
- Complete BOLD & GOLD Summer 2023 All Staff Training;
- Work for a minimum of 30 days during the summer 2023 season, this does not include staff training time;***
- Employees must be in good standing. Employees who are on a performance improvement plan or received formal written warnings due to performance are not eligible.

*Room, board, and/or travel expenses associated with the training are not eligible.

**Recertifications are not eligible for the bonus.

***If a program is cancelled by the Y after the start of the season, or a staff member is unable to work due to a confirmed case of COVID-19, those missed days will still count towards their qualification.

The bonus will be administered at the conclusion of the summer 2023 season using the same administration process and timeline defined for seasonal stay bonuses. The Y reserves the right to modify the incentive based on feedback and usage.

- Paid Time Off (PTO): Seasonal staff will receive preloaded PTO upon hire and will accrue PTO with each day worked. Staff will work with supervisors to request PTO approval.
- Employee Assistance Program: Free confidential counseling and educational resources are offered to employees through [Wellspring EAP](#). We are working to make this resource available onsite at staff training events and throughout the summer months.

Program Overview

As a nonprofit dedicated to strengthening community, the Y is committed to nurturing the social-emotional, cognitive, and physical development of youth through holistic youth programming, experiences, and support. The Boys Outdoor Leadership Development and Girls Outdoor Leadership Development programs, known collectively as BOLD & GOLD, help to fulfill this commitment.

BOLD & GOLD utilizes the outdoors as a tool for experiential leadership learning and growth. By providing a distraction-free environment and a culture of openness and acceptance, we provide participants opportunities to break through perceived barriers, build confidence, and value diversity as they discover what they are truly capable of. Teens develop skills and gain an understanding of possibilities that they have never experienced before.

Our Vision

A world where all young people believe in themselves, value others, and know the power of the outdoors.

Our Mission

Our mission is to inspire leadership, community, and friendship in young people from different backgrounds through outdoor adventures.

Our Beliefs

The outdoors is the perfect classroom to learn self-confidence, discover one's courage, and realize all one is capable of. Young people already have strong leadership qualities within – we are here to help them to discover their potential. Getting to know and working with people from different life experiences is a fundamental part of leadership in the 21st century. We recognize diversity as an essential element to accomplishing our mission. Time outside is healing, and people greatly benefit from the opportunity to disconnect from modern life and technology. When young people have positive experiences in nature, they forge a connection to the land that inspires a conservation ethic.

Types of Activities

Partnership Programs (School Year):

BOLD & GOLD has many unique partnerships with schools and organizations in the area. During the school year we work with partners to provide inclusive and purposeful outdoor recreation experiences, such as multi-day rock climbing trips for Seattle schools or day outings with community-based organizations. BOLD & GOLD also provides single-day weekend programming for YMCA branches. These family-oriented programs provide a pathway for Y members to try new outdoor activities while reducing barriers such as transportation and gear.

Summer:

Our 6- to 15-day backpacking, rock climbing, kayaking, mountaineering, and frontcountry camping programs provide an opportunity for young people from different economic, ethnic, religious, and social backgrounds to build leadership, communication, and decision-making skills through shared challenges, problem solving, and fun. Though

the main activity of a given program dictates what much of the group's time will be spent on, all trips focus on providing these opportunities for learning. It is our goal to use the outdoors as a tool for personal growth.

- **Backpacking:** Backpacking trips are the bread and butter of our programming. Instruction focuses on the experience described above as well as technical skills and teaches youth how to comfortably live outdoors. Most often our group size is limited to 12 people, which will break down as 2:10 or 3:9, instructor to participant ratio. These trips also have themes that may include art, yoga, fishing, music, and literature. Groups typically travel 3–5 miles/day for middle school trips and 4–8 miles/day for high school trips. Groups typically get 1–2 non-travel, or layover, days per week to adventure without large backpacks, play games, work on curriculum, rest, or do other activities specific to the trip. Groups carry all their gear and food for up to a week at a time. Trips lasting longer than one week typically will receive a re-ration of food once a week. Through backpacking, participants develop attributes such as self-reliance, wonder, and resilience.
- **Rock Climbing:** We offer one and two-week climbing trips for our participants in a progression that allows them to learn how to top-rope on their first two trips and affords them an opportunity to learn to multi-pitch climb on their third. Instruction focuses on technical skills that include climbing techniques, knots, climbing gear use, and technical systems. We maintain a 1:5 instructor to participant ratio on all our climbing trips. Groups typically climb five days/week, and use the other days to hike, explore, play games, swim, and rest. Rock climbing is an excellent way for participants to diminish fear, learn trust, gain confidence, and develop self-leadership.
- **Mountaineering:** Mountaineering represents the most physically demanding and technically challenging experiences we operate. Instruction focuses on previously mentioned leadership activities as well as technical skills such as safe mountain travel, rope and mountaineering gear use, and navigation.
- **Kayaking:** Kayaking trips occur as a component of single-day trips as well as in combination with our backpacking trips. Participants return with a new appreciation for freshwater and marine environments.

Program Locations:

BOLD & GOLD takes participants to some of the most astounding places in the Northwest, including:

- North Cascades National Park
- Olympic National Park
- Mount Rainier National Park
- Mount Baker-Snoqualmie National Forest
- Morningstar National Recreation Area
- Deception Pass, Mt Erie, WA

General Program Logistics:

- **Summer Scheduling:** We are in an industry with many puzzle pieces and moving parts. This means that things come up and schedules change. We all need to be flexible and adaptable throughout the summer. Please be clear and upfront about your needs and schedule so we can best support you. Know that any changes you make will have a significant effect on the program participants and other instructors.
- **Staff Housing:** We are located in downtown Seattle and do not offer staff housing. A primer on finding housing in Seattle can be found here: [A Guide to Moving to Greater Seattle](#). Often someone in our supportive community is willing to put folks up for a few nights while they are prepping or debriefing. All you have to do is ask. In addition, folks have stayed with friends and family, shared rooms or sub-let from University students while they are away on summer break. If you have any concerns, please ask.

- Vehicles: BOLD & GOLD can provide vehicle storage while you are in the field at the Port of Seattle. Please ask if you have questions.

Program Logistics for Wilderness Instructors:

- Prep Days: Each trip includes at least two days of paid pre-trip prep work immediately before the participants arrive. These days include a safety briefing, team building with the instructor team, food and gear prep, calls to participants, review of paperwork and protocols, curriculum planning, training sessions, and general preparation. These days are generally 9:00–5:00.
- Course Start Day Logistics: Instructors will report to the CPC at least 45 minutes before their participants are scheduled to arrive to prepare for their opening circle.
- In the Field: Every instructor team has the ability to contact basecamp either by cell phone or satellite phone for emergencies or check ins, however, we trust our instructors and expect them to be able handle most situations with their skills and knowledge.
- De-issue Days: Each course includes one paid day of post-course work immediately after a trip. We set this day aside to clean and repair gear, write reports, debrief, and give and receive feedback. These days are typically 9:00–5:00.

Program Logistics for Logistics Staff:

- Prep/De-issue Days: These days typically fall on Thursday, Friday and Monday and run from 9:00–5:00. These days are fast paced and filled with helping instructors prepare for or clean up their trip. This includes, packing food, stocking/repairing gear, and attending training sessions.
- Course Start Days: These are typically Saturday and Sunday and run from 8:00–5:00. These days consist of working with the instructors and the participants as they prepare for their trips through issuing of gear, playing games with the group, and driving.
- Driving: If you are over the age of 21 and qualify and are trained as an authorized driver, we will ask you to drive trips out and pick trips up from their trailheads. These often constitute early starts and will be your only obligation for that day. In addition, we do have some weekends where you may be asked to support the group overnight and shuttle them to the trailhead in the morning.

Program Logistics for Minibus Drivers

- Preparation: Minibus Drivers will receive information about their drives from the Course Director Team at least three days before they are scheduled to drive. This will include their assigned bus and its location, the destination they are driving to, and information about the group they are picking up or dropping off. Prior to their scheduled drive, Minibus Drivers will collect their vehicle key, gas card, petty cash, and route information from their Course Director at the Cascade People’s Center.
- Driving: Drivers will be responsible for picking up and/or dropping off their group at the assigned location at the assigned time. Longer drives may be split amongst the Minibus Driver and a trained instructor or staff person in the group they are transporting. It may be preferable to drive out to a designated pickup location the night before to minimize the amount of driving done in one day.

Basecamp Location and Logistics:

- Building Use: Our basecamp is the wonderful Cascade People’s Center (CPC) located in the South Lake Union area of Seattle at: Cascade People’s Center 309 Pontius Ave N Seattle, WA 98109

The CPC is a small yet efficient place where many people are doing many things including the Climbing & Challenge team, YMCA Earth Service Corps as well as community events and programs. Please be mindful of your presence and your stuff when at the CPC!

- **Parking:** There is paid street parking surrounding the CPC. We have a small parking lot that is reserved for program vehicles. We are located very close to several different bus lines and find that bussing is great way to get around. Seattle also has an incredible system of bike trails and bike lanes, and we have a bike rack too!
- **Gear:** Instructors may borrow personal gear, if needed, while on a BOLD & GOLD trip. Instructors must check in with the Operations Manager or Logistics Manager to sign out borrowed items and return them to the logistics team clean and in working order after their trip.
- **LNT at the CPC:** The CPC is a small space with lots of people and even more stuff. It is essential that everyone cleans up after themselves. Items left out in the wrong spot for even a little while can get swept up into the deep world that is the BOLD & GOLD gear library.
- **Kitchen:** The CPC has been blessed with a full kitchen! It is also at the forefront of the battle to keep the CPC clean. Please be mindful of this space, put your name and date on all personal food, put it in the fridge, and do not leave it there for more than two days. Please remember to do your dishes!
- **Community Members:** The CPC is a community center for the Cascade neighborhood. During the summer BOLD & GOLD uses most of the space for our programming. This means that community members may come in and ask questions or show interest in the space. Kindly inform them that the space is in use and not available to them at that time or direct them to a member of the Admin Team. Additionally, Seattle has a large unhoused population and many of those folks live in the area. Please be polite and respectful to these people and be mindful of your possessions in and around our building.

In Between Courses

- **Extra Work:** If you are looking for extra work, connect with the Program Directors. There are often opportunities to work as a logistics staff member or driver for a day or as an instructor for a full trip. As always, we appreciate your flexibility and willingness to contribute to our program.
- **Play:** Take advantage of the wonders of Washington during your off time. Suggested adventures, in addition to the National Parks:
 - Alpine Lakes Wilderness
 - Goldmeyer Hot springs
 - San Juan Islands
 - Washington Pass
 - Day climbs along the I-90 Corridor at Exit 32 & 38.
 - Seattle Bouldering Project, Vertical World, and Stone Gardens climbing gyms
 - Seattle City Parks
 - Golden Gardens, Discovery, Gas Works, Seward, Volunteer, Carkeek, Madison Beach, Alki Beach, Magnuson Park

Training Info:

BOLD & GOLD offers a one-of-a-kind experience through its training. It is multifaceted and instructors often say that it is one of their highlights each summer. We offer certification courses, skill building courses, and an orientation to our unique program culture.

Specific Staff Training and Staff Event Dates:

- **Leadership Team Training:** Course Directors and Logistics Manager (5/24 – 6/9) During this training we acclimate our Course Directors and Logistics Manager to our program. We begin building our team by laying the foundations to our leadership systems and preparing for the summer. Training is Monday – Friday with weekends off and Memorial Day off.
- **Wilderness First Aid/Wilderness First Responder Re-cert:** (6/3 – 6/4) We partner with Longleaf Medical to host a wilderness medical training. This training will be held in the Seattle area.

NOTE: BOLD & GOLD staff receive a discount for this training. To register visit <https://www.longleafmedical.com/>, and use the code BGOLD23 for a discount. Contact Katie Cartier Luthy at katie@longleafmedical.com with any questions.

- **Logistics Team Training:** (5/31 – 6/9) During this time, the Logistics Manager, Logistics Coordinators, and Operations Specialists will work directly with the Operations Manager to learn about BOLD & GOLD’s logistical systems and the roles they will play during the summer.
- **Backpacking Skills Training:** (6/7 – 6/9) During this training, staff will spend two nights and three days in the Mount Baker/Snoqualmie National Forest! It’s an opportunity to connect your fellow staff as well as add some style to your backcountry travel techniques. It’s open to all staff and designed for all skill levels. Meals and transportation will be provided.
- **YMCA Onboarding and Orientation:** (6/12 – 6/14) **(Required for all staff)** We’ll verify I-9 Documents, participate in required trainings and orientations, and begin Y Mini Bus driver training. All three days will be at our base in Seattle.
- **BOLD & GOLD Field Training:** (6/15 – 6/20) **(Required for all staff)** – In 2023 BOLD & GOLD Field Training will take place out in North Cascades National Park. We will share our program philosophies, curriculum lessons, and introduce staff to what it means to be a part of our program. It is an eclectic mix of facilitation techniques, group management, skills sessions, and diversity, equity and inclusion topics, as well as a time to connect with fellow staff. Meals and transportation will be provided.
- **Climbing Check-Off Training:** (6/24 – 6/26) **(Required for anyone leading a climbing trip)** Climbing training focuses on the institutional techniques and safety considerations to run a challenging, fun, and safe climbing trip. Topics will include single pitch as well as multi-pitch management and instruction. This training is limited to anyone leading climbing trips with us. Meals and transportation will be provided.
- **Mid-Summer Social** (8/4): All staff are invited to gather for an evening in recognition of the halfway point in our season. Dinner provided with beverages to share. This event will happen in the Seattle area.
- **End of Season Soiree** (9/8): All staff are invited to celebrate the end of the 2023 summer season! Dinner and beverages provided at a location in Seattle.