

4-H Experiential Program Assistant Position Description

Job Title: Experiential Program Assistant

Office Location: WSU Extension, Chelan County
400 Washington Street
Wenatchee, WA. 98801

Position Overview:

The Experiential Program Assistant supports 4-H experiential programs in Chelan and Douglas Counties by creating and instructing quality, standards-based environmental education activities at elementary through high school levels in classroom and/or outdoor settings. Funding for the position comes from multiple sources and the rate of pay may vary based on the applicable funding source to which the work applies.

This position will assist in organizing program logistics and facilitating 3-5 day overnight adventure education programs focused on character development, wilderness skill instruction and quality risk management. This position will be responsible for issuing and maintenance of gear, food preparation and itinerary development.

The Experiential Assistant will work with 4H staff and participants to foster life skills, stewardship of the natural world through service, develop leadership, and compassion for self and others.

Responsibilities/Duties:

- ❖ Coordinate field trips and service-learning projects.
- ❖ Facilitate adventure-based games, initiatives, group activities and group dynamics.
- ❖ Present educational materials to youth and adolescents in classrooms and outdoor learning environments.
- ❖ Complete forms, reports, evaluations, and other documentation in support of program requirements.
- ❖ Participate in meetings, trainings and other scheduled activities as requested.
- ❖ Equipment repair, maintenance and organization.

Required Qualifications:

- ❖ 3-5 years of working with youth in classroom and/or outdoor settings utilizing experiential education concepts and facilitation techniques
- ❖ Wilderness First Responder/First Aid certification.
- ❖ Minimum two-year college education.
- ❖ A strong commitment and desire for working with youth.
- ❖ Ability to work flexible hours in the outdoors under potentially diverse weather and environmental conditions.
- ❖ Demonstrate and understand risk management practices
- ❖ Demonstrate ability to work constructively with groups and individuals.
- ❖ Demonstrate effective communication and interpersonal skills.

- ❖ Must pass a background check.
- ❖ Positive service-oriented attitude.
- ❖ Valid Washington Driver's License and good driving record

Preferred Qualifications:

- ❖ Four-year degree in Experiential Education, Outdoor Recreation, Therapeutic Recreation, Natural Resources, Environmental Education or other related field.
- ❖ Certificated or trained 4-H Challenge course facilitator.
- ❖ Experience leading/facilitating structured youth programming through NOLS, Outward Bound, Youth Conservation Corps, or other similar programs.

Duration:

This is a temporary full time position starting ASAP through September 2014 with the potential for full time, year-round employment.

Compensation:

- ❖ For School Programming (March – May) the Experiential Program Assistant will receive \$15 per hour at 20-25 hours a week. Wilderness overnights are paid at \$150 per day.
- ❖ Military Teen Adventure Camps (June-September) this position will be a full time position at a \$2,000 per month stipend.
- ❖ Program training and other travel expenses will be paid by the employer when approved in advance.

Benefits:

There are no sick leave, annual leave, retirement or other benefits provided for this position. Social Security payments will be deducted and State Labor & Industries benefits apply. Employee is responsible for reporting and payment of income taxes.

Application Deadline:

Immediate Opening. The position will remain open until filled.

Applicants should submit a letter of interest and resume, (include three current references with addresses and contact phone numbers), to the Experiential Programs Coordinator, 400 Washington Street, Wenatchee, WA. 98801

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.