

POSITION DESCRIPTION
OUTDOOR EDUCATION PROGRAM ASSISTANT
Calvin Crest Conferences
45800 Calvin Crest Rd. Oakhurst, CA 93644 (559) 683-4450
email: outdoored@calvincrest.com

This person will work with sixth grade students in an outdoor school setting. (S)he will work as a member of the Outdoor Education team. The program assistant will be involved in leading program activities, working with other team members to set up for activities, teaching small class groups, making announcements at mealtimes, helping with first aid, medications, and other responsibilities assigned by the Outdoor Education Director. The program assistant will need to be able to work well with classroom teachers, volunteer cabin leaders, the Outdoor Education team, and sixth grade students.

Responsible To:

1. Outdoor Education Director
2. Program Director

Responsibilities Include:

1. Direct activities during students' free time.
 2. Supervise mealtime organization, and make mealtime announcements.
 3. Assist preparing curriculum materials, supplies for classroom teachers.
 4. Lead weekly student orientation hikes.
 5. Teach outdoor education classes.
 6. Help lead evening program activities, including song leading, skits, story-telling, Quiz Nite.
 7. Help with first aid, medication dispensing.
 8. Help set up, take down equipment, materials for program activities.
 9. Help with luggage handling on first and last days of each Outdoor Education week.
 10. Work on trail maintenance, other projects, as needed.
 11. Help supervise volunteer cabin leaders during activities.
 12. Undertake other responsibilities as directed by the Outdoor Education Director.
- ** Applicants need to have a minimum of First Aid/CPR certification.

Schedule and Salary:

1. Dates of employment are from Monday, Sept 8 - Friday, Dec 12, 2008
2. Work weeks are from Monday, 9:00 a.m. - Friday, 1:00 p.m. Daily schedule will vary as to the hours worked. Average approximately 45-50 hours/week.
3. Salary: \$300.00/week plus room and board.

****Please contact Bill Dodge, Tony Biasell, or Kirsten Gist at Calvin Crest as soon as you can. Applications are now being accepted.**

Calvin Crest Outdoor School Employment Application

Name: _____ M ___ F ___ Social Security Number: _____

Mailing Address: _____ City: _____ State: ___ Zip: _____

Phone (include area code): (____) _____ Age: _____ Birth Date: ___/___/___/

Email Address: _____ FAX:(____) _____

Present Occupation: _____ Business Phone: (____) _____

Employer: _____ Length of Employment: _____

If a student, Name of School: _____ City: _____ State: _____

If student, Year in School: _____ Major: _____

Indicate the PROGRAM WORK SKILLS you possess (instrument playing, leading singing, teaching, working with small groups, leading large group activities, crafts, public speaking, storytelling, lifeguarding, working with initiatives courses or challenge courses, etc.).

CURRENT CERTIFICATES HELD: WSI: ___ Sr. Lifesaving: ___ Water Safety: ___

Basic First Aid: ___ Adv. First Aid: ___ EMT: ___ CPR: ___ Paramedic: ___ Other: _____

Driver's License Number: _____ Years Experience: _____ Class B? _____

Experience with types of equipment other than auto: _____

Manual Transmission? _____

Any moving violations in the past three years (if so, explain)? _____

Do you smoke? _____ Are you in good health? _____ If not, please explain: _____

Physical Handicaps/Chronic Ailments? _____

(We may not be able to provide special diets)

(Over)

EMPLOYMENT EXPERIENCE: (Please list the most recent employment first):

Employer	Type of Work	From - To	Reason for Leaving

LIST THREE CHARACTER REFERENCES: (Other than family members)

Name & Occupation	Address & City	STATE/Zip	Area Code/Phone
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

THREE REASONS, IN ORDER OF PRIORITY, FOR SEEKING THIS POSITION:

- 1) _____
- 2) _____
- 3) _____

What experiences have you had in the last 6 months which have contributed to your growth as an individual? _____

What are some distinctives of your life that make you a unique person? _____

In what way do you feel that you will be best able to contribute to the success of the Calvin Crest Outdoor Education Program? _____

Calvin Crest is a Christian organization, that as a part of its program offers Outdoor Education to public school students. How does that affect your desire to be a part of this program? _____

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signed: _____ Date: _____