

# POSITION DESCRIPTION

## OUTDOOR EDUCATION PROGRAM ASSISTANT

Calvin Crest Conferences  
45800 Calvin Crest Rd. Oakhurst, CA 93644 (559) 683-4450  
email: joel@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. Assistant 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, storytelling, Quiz Night.
  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 typically from September through the first week of December and February through the end of May.
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 Joel Gist at Calvin Crest. Applications are now being accepted. joel@calvincrest.com  
Work: 559-683-4450 ex.221 Fax: 559-683-7118**

# Calvin Crest Outdoor School

## Employment Application

Name: \_\_\_\_\_ M(\_\_\_\_) F(\_\_\_\_).

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_).

Phone (include area code): (\_\_\_\_) \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_/

Email Address: \_\_\_\_\_)

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	Area Code/Phone
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1)

2)

3)

**STATE 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?

Signed: \_\_\_\_\_ Date: \_\_\_\_\_)