



Outdoor Education Adventures

Program Assistant

Position Description

Are you looking for a fun job experience that will look amazing on your resume? Do you enjoy working with kids, getting muddy, and playing games? Then OEA's Program Assistant position is for you! Required: a desire to create the next generation of nature enthusiasts, a fun attitude, and a good sense of humor.

Outdoor Education Adventures (OEA) is a 501(c)3 non-profit providing outdoor education programs based in Yamhill County, Oregon. We are looking for staff who want to be part of a team working to provide opportunities for nature connection and gain experience mentoring youth outdoors. We encourage applicants from diverse backgrounds with a wide range of nature connection and youth development experience to apply.

The Program Assistant will work closely with OEA Program Directors on our Outdoor Science Explorers after-school program, No School Day Camps, and Wilderness Explorers Club through May 2022 with the possibility to assist with our Outdoor School Program in June 2022 and Summer Day Camps through August 2022.

This is a seasonal part-time position (100-120 hours per month), February to May, 2022 with the potential to continue through the summer and beyond.

General Job Duties and Responsibilities

- Supports youth ages 5-12 to safely explore and engage in outdoor settings.
- Engages fully in games, lessons, and activities.
- Assists with preparing lesson materials and setting up program facilities.
- Supports curriculum and activities developed by Program Directors, contributing ideas as appropriate.
- Leads by example by being kind, inclusive, humble, patient, proud, considerate, grateful, and honest.
- Respects and preserves land, wildlife, and facilities for current and future users.
- Recognizes, mitigates, and responds to hazards, conflicts, and inappropriate behavior by participants or staff.
- Communicates with participants, parents, and other staff in a positive and constructive manner.
- Assists with some program administration tasks such as managing registrations and communications.
- Ensures that participants follow rules and protocols at all times.
- Maintains participant confidentiality.
- Other possible job duties: assists with Volunteer Coordination; helps with fundraising events and public presentations.

Required Skills & Qualifications

- Interest in working with youth outdoors and helping them connect with nature.
- Sensitivity to participants' life experiences and physical and emotional needs.
- Comfortable working outdoors in all weather conditions.
- Able to lift up to 50 lbs unassisted in order to help a child in an emergency.
- Ability to walk around outdoors on uneven ground, sometimes up to five miles, while carrying program gear and assisting children.
- Pass a criminal history background check, which may include fingerprinting (OEA will cover the cost); minor convictions will be considered on a case-by-case basis.
- CPR & 1st aid certification (OEA will cover the cost of training if required).

- Have reliable transportation for getting to remote areas around Yamhill County and occasionally further.
- 16 years or older.

Preferred Qualifications (Not Required)

- Prior experience working with youth, particularly outside.
- Knowledge of local natural history, flora, and fauna, tracking, wilderness survival skills, art, musical or other skills or knowledge that might enhance an outdoor education program.
- Language proficiency or fluency in a language other than English.
- High school graduate or GED recipient.
- At least one year of college or two years of adult experience.

Benefits

- Professional development training and mentoring
- Program discounts for your children or dependents
- Access to extensive environmental education library
- Great work environment with fun coworkers, fresh air, and a fabulous view

We are unable to offer paid leave or health insurance at this time.

Work Schedule

Scheduled work times are subject to change based on enrollment, staffing needs, weather, or other environmental conditions. In general the Program Assistant will assist with the Outdoor Science Explorers program Mondays and Fridays from 2:30-6:00pm and Wednesdays from 1:00-4:30pm; No School Day Camps from 8:30am-3:30pm on March 21st & 22nd, April 15th, and May 6th; The Wilderness Explorers Club on the first Saturday of the month from 8:30am-4:30pm. Assisting with field trips may also be requested. Additional hours helping with administrative tasks are flexible and will be determined based on availability.

Job Location

Our primary venues include:

- Miller Woods Conservation Area, McMinnville, Oregon
- Charles Metsker County Park, McMinnville, Oregon
- Wennerberg Park, Carlton, Oregon
- Maple Grove Nature School, McMinnville, Oregon
- Other sites around the county are possible

Compensation

\$15.00 - \$17.00 per hour (100-120 hours per month)

To Apply

Fill out our online application: <https://shorturl.at/emKQU>. We will review applications as they are received. The position will remain open until filled.

Applicants will need to successfully pass a background check (OEA will cover the cost); minor convictions will be considered on a case-by-case basis.

OEA is an equal opportunity employer.

Questions

Please contact Neyssa Hays at 503-283-9660 or email info@outdooredadventures.com. Visit our website, www.outdooredadventures.com, to learn more about us.

We acknowledge that our program activities take place on the traditional homelands of indigenous people, including tribes and bands of Yamhill, Kalapuya, Confederated Tribes of Grand Ronde, and Confederated

Tribes of Siletz Indians, who have lived and cared for this land since time immemorial.