



Program Associate

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Program
Reports To:	Program Lead, Program Manager
Position Classification:	Long-term Volunteer
Length of Service:	1+ year commitment

POSTION SUMMARY

The Program Associate works within the Program team to design, plan, implement, and facilitate programs throughout the calendar year that support Holden Village's mission, values, and strategic plan. Programs for which the associate is responsible include daily, seasonal, and special programs such as retreats and holidays. The Program Associate is responsible for the production of the Village's central weekly schedule and conducting guest orientations. The ideal Program Associate is organized, creative, outgoing, community-oriented, and a participant in Holden Hilarity.

MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Compiles, revises, and publicizes the Village's weekly schedules in collaboration with the Program Lead, Education Lead, Food Service Lead, Store Lead, Arts team, Worship team, and the office of the Directors.
- Develops and delivers guest orientation presentations.
- Assists the Program Lead in designing, planning, implementing, and facilitating programs throughout the year.
- Assists the Program Lead in administering special programs such as holidays and retreats.

- Maintains and revises program-related Google Calendars, such as room reservations and daily rhythms, and the Master Calendar
- Attends weekly Program team meetings
- Assists in other aspects of the Program team's work and other departments at the discretion of the Program Lead.
- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Demonstrated planning and organizational skills.
- Demonstrated ability to interact with groups of people, lead activities and events, and speak publicly.
- Ability to work independently and in a collaborative setting.
- Strong professional communication skills.
- Creativity, problem solving, flexibility, and decision-making abilities.
- Experience using Microsoft Office and Google suites.
- Ability to see the "big picture" and be proactive.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to client and/or agency needs)

- Has enthusiasm for, and ability to work in, a remote wilderness setting.
- Is willing to participate in a mutual review after 6-months.
- Commits to work in ways that support and fulfill Holden Village's Mission, Vision, and Values and commits to the terms of the Community of Practice Agreement.
- Extends genuine hospitality to all Villagers and guests; Helps new staff and volunteers integrate into the community.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the Strategic Plan.
- Acts as a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Undertakes Work of the Village including dish team, garbology, wood chaining, and stoking.
- Willing to remain in the Village during holidays to accommodate the busy guest season
- Abides by Holden Village's Community Health Protocols and Practices.
- Commits to staying up-to-date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios, and other education opportunities