



Ceramic Studio Assistant

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:	Ceramic Studio Technician, Program Lead
Position Classification:	Short-Term Volunteer
Length of Service:	2+ Week Commitment

POSTION SUMMARY

The Ceramic Studio Assistant supports the Ceramic Studio Technician in welcoming guests into the Ceramic Studio and maintaining Ceramic Studio spaces. The Ceramic Studio Assistant also supports the technician in class offerings and may offer classes or art programs as appropriate.

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:

- Facilitates a welcoming atmosphere for people of all backgrounds and abilities to explore their creativity through ceramics.
- Provides Holden hospitality by interfacing with guests in a positive, friendly manner.
- Cleans and organizes the Ceramic Studio; stewards Ceramic studio equipment and materials.
- Supports Ceramic Studio Tech by preparing spaces for classes and providing teaching support.
- Offers classes and programs as appropriate.
- 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:

- Experience with ceramics making preferred.
- Interpersonal skills; enthusiasm for and ability to interact with all ages.
- Ability to work independently, take initiative, and be proactive.
- Sound judgement, creativity, problem solving, and flexibility.
- 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.
- 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.
- Abides by Holden Village’s Community Health Protocols and Practices.
- Commits to staying up-to date on all required vaccinations.

COMPENSATION & BENEFITS

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

- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!

