



## Education 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.*

<b>Work Team:</b>	Program
<b>Reports To:</b>	Education Lead, Program Manager
<b>Position Classification:</b>	Short-Term Volunteer
<b>Length of Service:</b>	2+ week commitment

### POSTION SUMMARY

The Education Assistant supports the Education Lead in hosting the summer teaching faculty. This individual is an energetic “people person” with a desire to foster a warm sense of welcome and belonging for all faculty and guest musicians. The Education Assistant helps connect faculty to Village resources, assists with session preparation, and has the unique opportunity of attending sessions as part of their daily work.

**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:*

- Attends faculty orientation and select sessions; works collaboratively with Education Lead to anticipate and fulfill faculty needs and concerns.
- Provides Holden hospitality by interfacing with teaching faculty and guests in a positive, friendly, and professional manner.
- Completes administrative duties; maintains schedule of faculty sessions and events, makes copies of handouts, sets up and breaks down teaching spaces, compiles session evaluations.
- Assists in other aspects of the Program team’s work and other departments at the discretion of the Education 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:*

- Excellent communication and interpersonal skills; enthusiasm for and ability to interact positively and hospitably with people at all levels and in all capacities both inside and outside of the Village, i.e. faculty, guests, volunteers, directors.
- Experience using Google Workspace and Microsoft Office.
- Sound judgement, creativity, problem solving, flexibility, and decision-making abilities.
- Strong planning and organizational skills; attention to detail.
- Proactive, does not wait for issues but checks in and anticipates faculty needs.

**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.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the Strategic Plan.
- Undertakes Work of the Village including dish team, garbology, and wood chaining.
- 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 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!