



Hike Haus 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:	Hike Haus Head, Naturalist
Position Classification:	Short-Term Volunteer
Length of Service:	2+ Week commitment

POSTION SUMMARY

The Hike Haus Assistant supports the Hike Haus Head in the management and upkeep of the Hike Haus, Holden Village's outdoor adventure hub and equipment rental facility. The assistant also supports the Hike Haus Head in the implementation of outdoor adventure and safety programming through provision of basic outdoor skills classes and equipment demonstrations.

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:

- Supports Hike Haus class offerings; provides classes and demonstrations as able.
- Provides Holden hospitality by interfacing with guests in a positive, friendly manner.
- Provides visitors with information about trail conditions and routes; recommends hikes based on skill level and ability.
- Supports the organization and cleanliness of the Hike Haus; cleans and re-organizes returned equipment and monitors equipment check-out.
- Stewards Hike Haus equipment by keeping a detailed inventory, repairing equipment, and recommending items for purchase to the Hike Haus Head.
- Greets incoming hikers, provides information to hikers, and administers relevant hiker policies
- 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 in a variety of outdoor ventures such as hiking, climbing, camping, foraging, fishing, and birding preferred.
- First Aid/CPR certification or Wilderness First Aid certification 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.
- Able to lift and move equipment and supplies; able to stand for long periods of time.

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.
- 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.

COMPENSATION & BENEFITS

As a Short-Term Volunteer, you are eligible for the following 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!

