



## Middle School/High School 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>	Middle School/High School Head, Youth Program Coordinator
<b>Position Classification:</b>	Short-Term Volunteer
<b>Length of Service:</b>	2+ week commitment

### POSITION SUMMARY

The Middle School/High School Assistant supports the Middle School/High School Head in implementing summer programs for guests aged 12 to 17 years old. The assistant supports age-appropriate programming focusing on leadership and social skills development while encouraging fun and hilarity. The assistant should be flexible, creative, responsible, patient, and collaborative.

**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 the Middle School/High School Head in facilitating programs by assisting in set-up & clean-up, providing supervision, and leading activities.
- Fosters a safe and welcoming environment for all teens to explore and express themselves.
- Supports weekly Middle School & High School orientation and social.
- Responds appropriately and constructively to behavioral issues; reports escalating or severe behavioral issues to Middle School/High School Head.
- 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:*

- Previous experience working with teenagers.
- Ability to build relationships with youth in a short period of time.
- Leadership and organizational skills.
- Child Safety Training (or willingness to obtain before the start of position's term).
- Lifeguard or Water Safety Instructor certification (preferred)
- First Aid/CPR certification (preferred)
- Youth Mental Health First Aid certification (preferred).
- Patience and ability to address behavioral problems; ability to productively discuss issues surrounding race, national origin, gender, sexual orientation, and ability in age-appropriate language.
- Ability to work independently and in a collaborative setting.
- Willingness to work flexible hours, including evenings.
- Creativity, problem solving, flexibility, and sound judgement.
- 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.
- 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!