

## **Alliance Redwoods Conference Grounds**

*"Service as Tall as our Trees"*

6250 Bohemian Highway

Occidental, CA 95465

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**Alliance Redwoods Conference Grounds is a 501(c)3 Non-Profit Organization**

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**Title:** Program Specialist

**Employment Status:** Seasonal or Full Time, Onsite housing

**Team:** Program Team

**Immediate Supervisor:** Outdoor Education Manager

### **Purpose Statement**

To facilitate 5<sup>th</sup> and 6<sup>th</sup> grade children through our Outdoor Education program during the Spring and Fall and to facilitate program activities throughout the year. Support the needs of ARCG guests through Hospitality, Maintenance, Accommodations, Sonoma Canopy Tours and Food Service Departments.

### **Description of Duties**

- Instruct 5<sup>th</sup> and 6<sup>th</sup> grade children during the Fall and Spring in challenge courses, initiatives and programmed activities
- Lead trips to the ocean and Armstrong Woods for off-site environmental instructing
- Beyond the normal activities, Naturalists get to participate in a large variety of evening activities including night hikes, games, and campfires
- Each Naturalist is empowered to develop new material for activities that support the concepts of the program
- On the job training and participation in workshops with other Naturalists expand the teaching experience
- Facilitate the challenge course program (ropes course, climbing walls, zip lines, giant swings, leaping elements, lifeguarding, archery, canoe/kayaking)
- Serve guests in Sonoma Canopy Tours. This includes guiding, driving, and checking guests in.
- Serve guests in the Front Office/Coffee Central area. This includes answering phones, computer data entry, gift store duties, and maintaining the hospitality area.
- Serve guests in the Maintenance Department. This includes grounds keeping, painting, trail maintenance and landscaping.
- Serve guests in the Accommodations Department. This includes cleaning lodging, bathrooms, meeting rooms, and set up of the same.
- Serve guests in the Food Services Department by performing line service, cleanup, washing dishes and serving.
- Training provided

### **Skills, Knowledge, and Abilities**

- Born-again Christian with a Biblical lifestyle and an interest in maturing in one's faith
- People skills, team player and a servant's attitude
- Self-disciplined and reliable
- Unwavering commitment to safety
- Ability to handle crisis events and work under authority
- Teaching or facilitating experience
- Physically fit to meet the demands of hiking the trails, and facilitating the various challenge courses
- Healthy respect for heights and ability to overcome one's fear of heights
- Communication skills including phone etiquette and basic computer skills

**Education / Experience**

Education: High School Degree or GED required

Experience: Experience in teaching, camps or youth work is a plus. ACCT Facilitator, Lifeguard and First Aid certification is highly regarded.

<b>Rev</b>	<b>Revision Description</b>	<b>Date</b>	<b>Approved By</b>
A	Job Established	6/5/2000	KK
B	Modified for new template; added purpose sttmnt	6/1/2004	KK
C	Changed Team Leader to Program/Guest Services Manager	10/2/2007	TD
D	Added non-profit status	12/11/2011	KC
E	Updated to current company organization chart and current activities and SCT responsibilities	11/30/2018	BV