



South Santiam Watershed Council  
4431 - Highway 20  
Sweet Home, OR 97386  
541.367.5564  
[www.sswc.org](http://www.sswc.org)

---

**Position Announcement: 2020 Outdoor School Assistant**

**Open Date:** February 19, 2020

**Close Date:** March 13, 2020

**About the Organization**

The South Santiam Watershed Council (SSWC) is a 501(c)(3) nonprofit community based organization that was established in 1997. Our service area encompasses the 1,040 square mile South Santiam River Watershed located in East Linn County, Oregon. Our mission is to involve local people in the enhancement and protection of the South Santiam Watershed for the social and economic benefit of its landowners, managers and users. The SSWC is non-regulatory and works with willing landowners to implement restoration and enhancement projects that improve the overall health of the watershed. Youth natural resource education is integral to the SSWC's mission. We are guided by a diverse board of directors. The SSWC maintains active partnerships with Federal, State, local agencies; local and regional nonprofits and other watershed councils.

**Overview**

The South Santiam Watershed Council is seeking an enthusiastic individual to help coordinate this year's Outdoor School (ODS). The ODS Assistant will work closely with the SSWC Education Coordinator to assist with planning and implementation of ODS for Sweet Home School District. The majority of the work will take place at the ODS field campus at Camp Tadmor outside of Lebanon, Oregon.

Outdoor School is an immersive educational program where 6th grade students attend school 24-hours a day in a beautiful outdoor setting. As an extension of the classroom, ODS offers a hands-on, practical approach to learning about the natural world. Previous years have included sessions on wildlife biology, fire ecology, fishing, archery, and nature writing.

**Main Duties and Responsibilities**

- Assist in the planning, coordination, set-up and take down of 2020 Outdoor School for Sweet Home School District.
- Attend meetings and assist in trainings with High School chaperones.
- Attend the full ODS camp (April 15<sup>th</sup> – 17<sup>th</sup>).
- The Assistant will stay overnight at Camp Tadmor during ODS and will be responsible for coordinating volunteers, leading discovery sessions, maintaining the event schedule, mentoring counselors, assisting during meals, and ensuring safety protocols and rules are followed.
- Maintain positive and productive partnerships with local school districts, federal, and state partners.

- Operate in a safe and inclusive manner.

### **Education and Experience**

- An Associate's degree, Bachelor's degree or higher in the field of education, natural resources or related; or working towards a Bachelors or Associates degree.
- Preference given for applicants with experience implementing youth education programs and / or projects, especially for large groups.

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

- Experience with natural resource education, especially related to Outdoor school.
- Excellent verbal, writing and presentation skills.
- Ability to listen and follow direction.
- Ability to convey complex information simply to a variety of audiences.
- Highly organized, efficient and detail oriented.
- Ability to work with a large diverse group of community members and partners.
- Individual is self-motivated, enthusiastic, creative, and resourceful.
- Ability to work independently when needed.
- Able to deal with uncertainty and changing conditions.
- Proficiency with MS Office software (Word, Excel, PowerPoint, and Publisher) and Adobe.
- Willingness to work a flexible schedule, including some evenings and overnight during ODS.
- A great attitude and enjoys working with youth!

### **Compensation**

- \$15.00 per hour, with the possibility of overtime during the Outdoor School sessions.
- This is a short duration, limited position for 3 weeks from April 6<sup>th</sup> – 24<sup>th</sup>.
- Expected weekly hours are as follows:  
Week 1 - 20 hr, Week 2 - 40 hr (OT likely), Week 3 - 20 hr
- Travel reimbursement at the current federally calculated rate will be provided for use of personal vehicle.
- Company vehicle is available to council employees for work related use.

### **Physical Demands and Work Environment**

- Work will mainly take place at ODS site in Lebanon. Occasional work may take place at the U.S Forest Service, Sweet Home Ranger District office.
- Job duties will be performed both inside an office environment and outdoors in the field.
- Field work may occur in inclement weather such as cold, rain or snowy conditions.
- Job may require bending, climbing, crawling, kneeling, lifting up to 35 pounds, pulling, sitting, walking or hiking over rough rocky terrain, over steep slopes and working in cold water.

- Some weekend and evening work will be required, particularly during Outdoor School.
- A valid Oregon driver's license is required, as well as access to an insured personal vehicle.
- Employee must pass a background check to work with youth.

### **How to Apply**

- Send an application as a single PDF or Word document to: [m.vernon.sswc@gmail.com](mailto:m.vernon.sswc@gmail.com)
- Application will consist of:
  1. Resume
  2. Three (3) professional references - include contact information, how long you have known the reference and in what capacity
  3. Cover letter - 2 pages or less
- Label the single PDF or Word document application: "your name" \_ assistant
- In the email subject line write: "SSWC Assistant Application"
- Application must be received by 5:00 pm of the closing date.
- Late or incomplete applications will not be accepted.