

Irma Lewis Seguin Outdoor Learning Center

### **Volunteer Facilitator Job Description**

**Job Type:** Volunteer Part Time M-F usually between 8:00am and 3:00pm, and some Saturdays as available. Additional optional volunteer hours during peak Summer Camp season for those available.

**Compensation:** Volunteers will receive a Welcome Packet and Volunteer Orientation. Currently active volunteers will receive invitations to our Annual Volunteer Appreciation Ceremony to be formally recognized and celebrated for their contributions. Volunteers who qualify may request a Letter of Recommendation and/or Professional Reference.

**Supervision:** Reports to the Education Coordinator and/or Operations Manager

**Requirements:** Background and Reference check completed on all candidates. CPR, First Aid, and other necessary certifications and licenses must be current prior to programs. Qualified Volunteer Facilitators will have a passion for sharing nature connection and experience leading educational programs. Outdoor education skills are preferred. Prompt attendance to programs and timely communications for all absences or delays is required. Must be able to lift 20lbs., and be prepared to work outside under all weather conditions.

**Position Summary:** By providing support to the ILSOLC and serving as a program Volunteer Facilitator, this position is primarily responsible for the implementation and execution of educational programs. The Volunteer Facilitators hold a vital role as the face of the organization to the public during programs. Volunteer Facilitators promote the interdisciplinary subject matter of outdoor education programs, and model safe and healthy choices and behaviors to program participants. Major responsibilities include; leadership and mentoring, group management, program preparation, outdoor education program and content delivery, proper care of equipment and resources. Additional duties will arise- flexibility and resourcefulness are necessary!

**Expected Leadership Competencies:** The ILSOLC needs enthusiastic Volunteer Facilitators who help promote and foster the Mission of the organization while reflecting the organization's image to the community during all operations. Volunteer Facilitators will have a guest experience focus; the ability to execute a safe, organized and engaging program, exercise adaptability for a diverse spectrum of audiences, weather conditions and programs, and provide accurate reporting and feedback. Volunteer Facilitators are invited to take part in professional development opportunities, and participate in program evaluations, including self-evaluation, in an effort to assist in the cultivation of a healthy and successful talent and culture at ILSOLC.

### **Essential Duties and Functions:**

- Ensure High Quality Guest Experiences
- Execute Safe, Organized Programs
- Deliver Educational Programs
- Respond Promptly to Safety Concerns
- Document any Incidents Promptly in Incident Report Log
- Record all Hours and Activities on Site using Sign In Log
- Report all Concerns

- Model Healthy Outdoor Behaviors/Risks and The Principals of Leave No Trace
- Incorporate Critical Thinking and TEKS Learning Objectives
- Encourage Nature Connection utilizing Coyote Mentoring and Core Routines of Nature
- Use Positive Climate and Restorative Discipline Techniques for Redirection
- Conduct and Collect Evaluations and Feedback Measurements