



Haw River Assembly

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2022 Haw River Learning Celebration Assistant Coordinator Job Description

Program Description:

The Learning Celebration is a three-week environmental education program that takes place at three sites along the Haw River in Chatham, Alamance and Guilford counties. It is a program of the Haw River Assembly, a non-profit organization whose mission is to protect the Haw River through advocacy and education. Our office is located at 143 Bynum Church Rd. in Bynum, in Chatham County. Fourth grade students from schools in the Haw River watershed learn about water quality, environmental conservation and the cultural history of the watershed during a hands-on, day-long field trip. Volunteer crew members participate for a week or day at a time to conduct the 4th grade school program. The Learning Celebration program is managed by the Haw River Assembly Watershed Education Coordinator, Kyleene Rooks.

Job Description

The **Learning Celebration Assistant Coordinator, is a full time, temporary 6 week contract position from September 6th - October 14th, 2022.** This includes two weeks of preparation for the Learning Celebration, three weeks of the program and one week following the program. This is a contract (1099) position for \$5,500. The work is primarily outdoors, is physically demanding and requires excellent communication, interpersonal and organizational skills.

This person will work with the Learning Celebration Coordinator in all areas of preparation and program management, with an emphasis on the safety of the volunteers and schoolchildren, and logistics of setting up and moving the program and equipment between the three sites. The Learning Celebration Assistant Coordinator will be expected to camp on-site with the volunteer crew at each location for the duration of the three week Learning Celebration. Applicants must have a minimum of basic first aid/CPR certification **before** the job start date.

Job Responsibilities

Organizes and Plans for the Learning Celebration:

- Works with the Watershed Education Coordinator to plan and manage program safety and logistics
- Assists and/or oversees:
 - trail clearing and site preparation at sites prior to the Learning Celebration
 - equipment and supply inventories, repairs and purchases;
 - coordinating logistics of site moves
 - purchasing of field supplies

Assists On-Site During the Learning Celebration:

- Works with the Watershed Education Coordinator to facilitate all on-site activities for the three weeks of the program, including the school program, the camping experience for the crew, and the facilitation of volunteer meetings concerning safety and logistical issues.
- Maintains safety and health procedures at all times during the program ● Identify and address site and equipment safety concerns and safety and comfort concerns for all participants
- Coordinates logistics associated with any volunteer canoe trips
- Work with volunteers for a successful camping experience
- Participates with Learning Celebration volunteers in camp life and activities.

Application Process

Please send resume and cover letter to Kyleene Rooks, Watershed Education Coordinator by August 8th at krooks@hawriver.org

Interviews will be held in-person at our office in Bynum or by Zoom