

JOB TITLE: Desert Institute Field Class Assistant

JOB DESCRIPTION:

The Desert Institute is sponsored by Joshua Tree National Park Association, a 501 (c) 3 non-profit organization and the primary cooperating partner with Joshua Tree National Park. The Desert Institute provides adult field classes in and around Joshua Tree National Park along with community lectures. The Desert Institute Field Class Assistant will report to the Director of the Desert Institute.

DUTIES AND RESPONSIBILITIES:

- Prepare class supplies with class rosters, waivers and first aid supplies.
- Contact all instructors prior to classes to communicate the number of students, number of volunteers, confirm class meeting time and location and to request any digital hand-outs and/or digital presentations.
- Opens and closes classroom facilities for instructors. Set up computers, audiovisual and projection equipment. Print any hand-outs prior to class.
- Attends courses to provide on-site assistance to instructors, volunteers and students in both classroom and field settings.
- Assists students in registering for courses.
- Demonstrates professional phone etiquette when communicating with instructors, students and volunteers.
- Performs administrative duties which include operating on-line programs (SurveyMonkey, Eventbrite and CRM) while also completing typing, copying, filing, organizing and mailing tasks. Proficiency in Microsoft Office Suite.
- Assists in safety and risk management. Provides emergency aid and effectively communicates emergency procedures to course participants.
- Knows how to effectively and appropriately use program communication devices (walkie talkies, National Park radio and Satellite phone) when necessary or need arises.
- Appropriately handles National Park Service gates codes.
- Fill in for the "lead" volunteer when necessary.

REQUIRED QUALIFICATIONS:

- Minimum two (2) years' experience in outdoor education.
- Demonstrated ability to work well with people of diverse backgrounds, ages and cultures.
- Excellent communication skills including leadership, public speaking and writing and editing.
- Demonstrated computer competency.
- Enthusiasm for the mission of the Joshua Tree National Park Association.
- Ability to pass a government background check.
- Have a valid driver's license with an acceptable driving record for the past three years.
- Current First Aid, CPR and AED certificate or ability to acquire one within 30 days of employment.
- Physical ability to accompany field course and hikes of 2-12 miles on uneven terrain with possible elevation gain and rock scrambling.

IDEAL CANDIDATE WILL:

- Be a thoughtful, diplomatic communicator with the ability to work collaboratively, navigate difficult conversations, resolve conflicts and build trust and confidence in others.
- Be able to think critically and solve problems.
- Have excellent time-management, organizational and planning skills.
- Be able to inspire course participants and volunteers.
- Be flexible to changing hours, pressures and deadlines, and course locations.
- Demonstrate cultural competency.

ABILITIES:

Regular office and computer work is required. Ability to transport supplies of up to 30lbs. Applicants should be able to work outdoors, feel comfortable camping, and hike up to 2-12 miles in a variety of weather conditions. Driving to course locations in and near Joshua Tree National Park in a company provided vehicle. The Desert Institute Field Class Assistant must possess a valid driving license and pass a criminal background check.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The work environment is in open office setting, classrooms and field environment. The noise level in the work environment is usually moderate.

WORKING HOURS:

Weekends: 8 hours on Saturday and 8 hours on Sunday. 4 hours on Friday and 4 hours on Monday.

COMPENSATION:

\$12.50 per hour.