

## Position Opening

**POSITION:** Outdoor Education Assistant

**STATUS:** Part-time / Non-benefitted / Hourly / Non-exempt

**COMPENSATION:** \$16.00-\$18.00 per hour

**DEPARTMENT:** Big Chico Creek Ecological Reserve (BCCER)

**LOCATION:** Big Chico Creek Ecological Reserve (BCCER), Butte Creek Ecological Preserve (BCEP), and off property.

**RECRUITMENT ID: 214**

**RESIDENCY:** Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

**ESSENTIAL JOB FUNCTIONS:** Under the general supervision of the Outdoor Education Coordinator, the Outdoor Education Assistant will assist with the Outdoor Classroom program, Elements program, and other education programs of the BCCER. Duties include, but are not limited to:

- Assist with K-12 field trips as part of the Outdoor Classroom program.
- Organize and set up field trip materials and equipment.
- Facilitate learning by guiding students through learning activities.
- Organize and direct teachers and chaperones.
- Visit classrooms pre-field trip as part of preparation.
- Assist in the development of curriculum and training materials.
- Work with other employees, interns, and volunteers.
- Other duties as assigned.

### EMPLOYMENT STANDARDS:

#### Qualifications:

- Desire and ability to work with K-12 students, especially 3rd-5th graders.
- Outgoing personality and good interpersonal skills for engaging with a variety of students, teachers, and parents.
- Good organizational skills, ability to prioritize tasks, and work within deadlines.
- Ability to adjust to change in a fast-paced, constantly changing environment (i.e., outdoor environment and technology).
- Ability to function cooperatively and productively as a member of a team.
- Ability to establish and maintain effective working relationships with staff.
- Ability to follow directions and a willingness to learn.
- Ability to communicate effectively both orally and in writing.
- Availability during the school week.
- Availability during the weekdays for field trips (W/Th/F 8:00 a.m. – 1:00 p.m.).

#### Preferred Qualifications:

- Knowledge and experience gained from teaching, working outdoor programming/camps, etc.
- Pursuing a degree in education, recreation, biology, or a related field.

**COMPLIANCE REQUIREMENTS:**

- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

**HOW TO APPLY:**

To be considered, submit the following documents by **September 28<sup>th</sup>, 2024**. Documents submitted after this date may not be considered.

- Resume
- Cover Letter

**BY DROP BOX:** <https://csuchico.app.box.com/f/ad0a677e150e4a4fab212131caeed7d>

**BY EMAIL:** [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu)

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu) prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:**

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.

