

Position Description

POSITION PROFILE

Position Title: Student Coordinator for GO-ASAP

EOU Department/College: REV

EOU Supervisor Title: Ashley Innis, REV Program Coordinator

Typical Job Duration: Academic year, potentially extending through the summer depending on program needs and funding.

Job Level: \$15.20 / hour, Level 5

Type of Schedule/Typical Hours: Part-time; required to be on-site twice a week (Monday and Wednesday) after school hours, likely in the late afternoon to early evening.

Typical Number of Hours Per Week: 10-15 hours, depending on the week's activities and program planning demands.

POSITION INFORMATION

Student Position Description Summary:

The student coordinator will be responsible for planning, scheduling and coordinating the GO ASAP season. In addition, they will be expected to show up twice a week (Monday and Wednesday) after school to manage that day's activity. They will maintain healthy relationships with La Grande Middle School, Parks & Rec, and the Outdoor Adventure Program. The Student Coordinator will be responsible for the health and safety of the middle schoolers during their time with them, and as such, will complete a Wilderness First Aid course provided by the REV.

Job Duties/Responsibilities/Essential Functions:

- Work with REV Staff to coordinate trainings during fall and winter term
- Coordinate with La Grande Middle School Create lesson plans and activities for GO-ASAP participants
- Coordinate with student mentors on scheduling and activities
- Attend meetings with external partners as needed
- Gather information and provide summaries as needed

HIRING CRITERIA

Minimum Qualifications:

- In good academic standing and enrolled in 6-9 credit hours

Preferred Qualifications:

- Experience working with youth
- Professional demeanor at meetings and through correspondence both on campus and with external partners and parents
- Ability to work independently and complete a project to required specifications
- Attention to detail

Desired Knowledge, Skills & Abilities:

- Strong leadership and organizational skills to manage multiple tasks and coordinate with various stakeholders.
- Experience or strong interest in outdoor education, youth programs, or similar fields.
- Ability to communicate effectively with a diverse range of individuals including students, parents, school administrators, and community leaders.
- Competence in handling emergencies and unexpected situations with calmness and clarity.

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Apply educational theories and methods in real-world settings, enhancing understanding of youth development and program management.

Industry Learning Outcomes:

- Gain practical experience in educational program coordination, community engagement, and youth mentoring.

Career-Readiness Learning Outcomes:

- Develop skills in project management, leadership, and communication, which are essential for future career opportunities in education, community outreach, or related fields.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework