



## **Associated Students of Western Washington University**

AS Environmental & Sustainability Programs

AS Outback Outdoor Experiential Learning Program

(OELP) Forest Garden and Native Habitats

Assistant Coordinator

### **About the Position**

The Outback OELP Forest Garden and Native Habitats Assistant Coordinator is responsible for the overall operation of the “Forest Garden” and Outback Farm native habitat spaces including wetland, and perennial plantings. This position is responsible for campus-wide outreach, connecting with community partners, and organizing educational workshops and classes that cater to student interest in permaculture techniques. They will work closely with the Outback OELP Coordinator to reach common goals for the farm on a whole while providing programming that engages students in the Forest Garden sight.

### **Position Classification**

Assistant Coordinators provide programming support to the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Assistant Coordinators report to department coordinators. Specific duties include but are not limited to assisting with event programming, coordinating specific office functions, performing administrative work and maintaining and updating programming resources for the department.

### **About the Department**

The AS Environmental & Sustainability Programs (ESP) offers the education and resources necessary to promote environmentalism and provides opportunities to become actively involved in sustainable practices through events, volunteering, and student activism.

The Outback, a joint program of the Associated Students and Fairhaven College, is a 5 acre farm and wetland restoration site. The purpose of the Outback OELP is to coordinate a wide range of opportunities for students to learn about, develop and implement sustainable land use practices. These opportunities include personal and collaborative events and projects involving habitat restoration, organic gardening, green building, academic partnerships, independent study projects (ISPs), workshops, lectures and classes. The OELP also provides job-related skill building and community networking opportunities for students. These include serving on the Outback Governing Council, volunteering, and participating in work-study, and salaried employment

### **Terms of Position**

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office’s needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Familiarity of environmental and sustainability issues
- Familiarity with perennial systems, native habitat restoration, and ethnobotany.
- Physical ability to work outdoors during any time of the year (excluding extreme conditions).
- Familiarity or experience with the Outback OELP site and program.
- Leadership skills.
- Ability to facilitate consensus-based group decision making.
- Ability to work closely with a diverse array of people.
- Self-motivation and creativity
- Desire to involve and educate the campus and the greater community.
- Ability to work within the structure of a bureaucracy
- Basic computer skills including word, excel, publisher and email.
- Organizational and event planning knowledge and skills.

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events including pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the ASEmployment Policy

### **Position Responsibilities**

- Serve as the main coordinator of Outback Forest Garden and native Habitats Operations by:
  - Devote at least a total of 15 hours per week to AS business.
  - Establish and maintain a minimum of 3 office hours posted per week.
  - Establish, post, and maintain a minimum of ten (10) posted hours of work per week in the Outback related specifically to maintaining forest garden, native habitats and facilities, not capital projects.
  - Maintain regular communication with the Outback Coordinator and Assistant Outback Coordinator.
  - Attending weekly work study check-ins and the bi-weekly Outback OELP Governing Council meetings.
  - Coordinate the use and development of the Forest Garden
  - Perform other duties as needed or assigned.
- Provide educational opportunities to empower students through hands-on learning by:
  - Coordinate and publicize work-parties, workshops, speakers and events to maintain and enhance the student engagement component of the Outback OELP.
  - Coordinate campus wide publicity for program (i.e. posters, press releases, social media etc.)
- Facilitate the development and review of Outback OELP policies and standards by:
  - Working with the Outback OELP Governing Council, Working with ESP Associate Director to present any major proposed changes to policies and standards to the AS Board of Directors and to the Dean of Fairhaven for approval.
  - Facilitate future planning for the Outback through the Outback OELP Governing Council. Work with the ESP Associate Director and the VP for Business and Operations to present any major proposed changes to the Outback OELP to the AS Board of Directors and the Dean of Fairhaven for approval.
  - Provide training for work-study students, summer apprenticeship positions and volunteers.
  - Work with Fairhaven staff to coordinate expenditures from Provost funds.
  - Provide training to the incoming Outback OELP Program Coordinator during Fall Quarter
- Develop partnerships with academic programs and departments by:
  - Coordinate participation and allocation of faculty involvement/research areas
  - Familiarize self thoroughly with AS procedures, programs and activities, as well as with other University programs.
  - Coordinate and document Independent Study Projects taking place in the forest garden and native habitats area.

**Programming Guidelines:**

- Plan at least three events per year publicized campus-wide.

- Pursue new and dynamic programming ideas while still maintaining the intended vision of the AS Environmental and Sustainability Programs along with the Outback Farm on a whole.
- Co-sponsor programs as appropriate with AS clubs, programs and organization, and other campus resources.
- Plan Informational Tables to increase student outreach in Red Square, VU Lobby, Vendors Row, etc.

### **Salary**

Minimum annual salary of \$7920 (approximately \$292 twice per month summer and fall quarters and approximately \$345 twice per month winter and spring quarters)

### **Reportage**

This position reports directly to the Outback OELP Program Coordinator in partnership with the Outback Assistant Coordinator. The Outback OELP Program Coordinator reports to the Vice President for Business and Operations and coordinates all program and facility decisions with the Dean of Fairhaven College.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on August 16<sup>th</sup> 2016 in MOTION # ASB-16-SU-4.