



**Associated Students of Western Washington University**  
**AS Environmental and Sustainability Programs**  
**AS Outback Outdoor Experiential Learning Program [OELP]**  
**Assistant Coordinator**

**About the Position**

The Outback OELP Assistant Coordinator is responsible for the overall operation of the Community Gardens, campus-wide outreach, and organizing educational workshops and classes. They will work closely with the Outback OELP Coordinator. 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.

**Position Classification**

Assistant Coordinators provide programming support to the Associated Students (AS) 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 maintain and update programming resources for the department. Specific training or experience is not normally required.

**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 19 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 organic gardening and other sustainable gardening practices.
- 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:
  - o 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,
  - o Attending all AS staff development events including pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.
    - o 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,
  - o Developing and maintaining a legacy document as required by the AS Employment Policy.

## Position Responsibilities

- Serve as the main assistant coordinator of Outback Operations by:

- o Devote a total of 19 hours per week to Associated Students business,
  - o Establish, post, and maintain a minimum of ten (10) posted hours of work per week in the Outback related specifically to maintaining gardens and facilities, not capital projects,
  - o Maintain regular communication with the Outback Coordinator,
  - o Attending the bi-weekly Outback OELP Governing Council meetings,
  - o Coordinate the use and development of the Community Garden
- Coordinate the allocation and registration of plots by:
    - o Maintain regular communication with plot holders.
    - o Serve as a resource for plot holders by being available to answer questions and organizing & publicizing workshops related to organic gardening.
- Responsible for physical farm inputs (manure, straw, tools, etc.) by:
    - o Help coordinate maintenance of all tools and the organization of the tool shed and seed inventory.
    - o Responsible for overseeing care of the chickens.
- Help coordinate educational workshops by:
    - o Maintain office communications (voice mail, e-mail, and campus mail). Help coordinate and implement office events and activities,
    - o Help coordinate publicity and outreach for office and activities,
    - o Help coordinate and publicize work-parties to maintain and enhance the open space component of the Outback following the direction of the Governing Council and the Outback OELP Plan.
- Facilitate the development and review of Outback OELP policies and standards by:
    - o Maintain and keep records and files on program activities and resources,
    - o Provide training for volunteers to be work-party leaders or independent workers and provide training to summer apprenticeship positions,
    - o Familiarize self thoroughly with AS procedures, programs and activities, as well as with other University programs,
    - o Plan short-term and long-range goals for the Outback with the ESP Associate Director and Outback Coordinator.
    - o Provide training to incoming Outback OELP Assistant Coordinator during Spring Quarter,
    - o Perform other duties as needed or assigned.

### **Wage**

Starting hourly wage of \$11.91.

### **Reportage**

This position reports directly to the Outback OELP Program Coordinator

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

The Associated Students is an Equal Opportunity Employer.

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