Department of Student Activities
Leadership Office
Four Arrows Facilitator

Average 5-15 Hours per Week @ $11.00 – 12.95 per hour – Work Study/Student Labor (job code 345)

Reporting to the designated staff member, the Four Arrows Facilitator will support the Student Activities Leadership Office Four Arrows Experience by providing on-site challenge course, land navigation facilitation (outdoor and indoor), other experiential programming and being responsible for various administrative and operational aspects of Four Arrows including assisting with the management of the Cottage Retreat Center and Northwest 2nd floor. Additional programmatic information can be found at our webpage www.fourarrows.uconn.edu.

1. **General Training and Facilitation:**
   a) Assist in the planning and coordination of experiential learning opportunities associated with Four Arrows.
   b) Facilitate group outdoor and indoor experiences on a regular basis typically on weekends.
   c) Assist in the training of new facilitators.
   d) Be familiar with and adhere to all operating, safety and risk management protocols, policies and procedures.
   e) Identify opportunities for ways to enhance/improve participant experiences in Four Arrows programs.
   f) Attend and complete all trainings and remain up-to-date on the purposes and effective methods for integrating various Four Arrows elements and activities.

2. **Administration and Maintenance**
   a) Assist in the daily operation and management of Four Arrows which includes low ropes challenge courses, land navigation, other experiential programming, Northwest 2nd floor, and the Cottage Retreat Center.
   b) Attend and participate in regularly scheduled staff meetings.
   c) Hold office hours as required.
   d) Answer telephone, direct calls, take messages.
   e) Organize and maintain confidential files, records and data (print and electronic).
   f) Operate a copy machine, printer, fax, scanner, and other office equipment.
   g) Participate in the manual labor required to maintain the outdoor challenge course, the creation of land navigation courses and set up for Northwest 2nd floor and rooms at the Four Arrows Cottage Retreat Center.
   h) Be familiar with Northwest 2nd floor and the Cottage Retreat Center, its equipment, its policies, provide set up, clean up, and customer service for groups utilizing the space.
   i) Provide information to students, faculty, staff, and the general public regarding Four Arrows as requested.
   j) Assist with Four Arrows promotion and visibility initiatives.
   k) Assist in the completion of special projects, including special event preparation and execution, large mailings, assessment projects and more.
   l) Complete other duties and special projects as needed.

3. **Minimum Qualifications:**
   a) Full-time student at the UConn Storrs campus in good academic standing.
   b) Comfortable with public speaking in large groups.
   c) Shadow at a minimum of one challenge course after being hired and before May training.
   d) Attend and complete mandatory 4 hour facilitation intro training on Saturday April 16th
   e) Attend and complete mandatory May facilitator training after the end of classes between May 9th – 11th of 2016.
   f) Attend and complete mandatory August 20th, 2016 refresher training prior to the start of classes.
   g) Attend and complete mandatory Spring refresher training in January of 2017
   h) Attend and complete the following in-service trainings: Oct. 15th & Nov. 12th 2016, Feb 19th & Mar 19th 2017
   i) Be willing to get trained and certified in First Aid, CPR, and AED
   j) Ability and willingness to regularly work weekends.
   k) Ability to work independently, as well as a member of a team.
   l) Capacity to multi-task and adhere to deadlines.
   m) Demonstrate ability to work with diverse populations, on staff and with participants.
   n) Ability to complete tasks with high quality and minimal supervision.
   o) Demonstrate ability to provide quality customer service and exercise sound judgment and decision making skills.
   p) Strong communication skills (verbal and written).
   q) Ability to operate an array of office equipment including, but not limited to copier, phone, fax.
   r) Strong computer literacy and demonstrated ability in office software applications

4. **Preferred Qualifications:**
   a) Previous related experiences or skills in a similar position and/or transferable skills.
   b) Familiarity with outdoor and/or experiential education

To apply for this position, please send a cover letter and resume by **March 21, 2016** to:
Mark Flynn
Coordinator of Outdoor Leadership programs
Department of Student Activities
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860.486.3799
mark.a.flynn@uconn.edu