

Department of Student Activities
Leadership and Organizational Development
Four Arrows Facilitator

Average 5-15 Hours per Week @ \$11.50 – 13.45 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 and Organizational Development, Four Arrows Program by providing facilitation for the ropes challenge courses, team building programs, hiking experiences, land navigation, and other experiential programming. Additionally, assist with the management of the Ellington Cottage Retreat Center and engage in the general success of the Four Arrows through office hours, staff projects, and collaborative initiatives. More information can be found at our website: 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) Be familiar with and adhere to all operating, safety and risk management protocols, policies and procedures.
- d) Identify opportunities for ways to enhance/improve participant experiences in Four Arrows programs.
- e) 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, and the Ellington Cottage Retreat Center.
- b) Attend and participate in regularly scheduled staff meetings.
- c) **Hold regularly scheduled weekly office hours.**
- d) Participate in the manual labor required to maintain the varying facilities under the responsibility of Four Arrows.
- e) Be familiar with the Ellington Cottage Retreat Center, its equipment, its policies, provide set up, customer service for groups utilizing the space, **and assist with the overall cleaning of the entire building.**
- f) Provide information to students, faculty, staff, and the general public regarding Four Arrows as requested.
- g) Assist with Four Arrows promotion and visibility initiatives.
- h) Assist in the completion of special projects, including special event preparation and execution, large mailings, assessment projects and more.
- i) Answer telephone, direct calls, take messages as needed.
- j) Organize and maintain confidential files, records and data (print and electronic).
- k) Operate a copy machine, printer, fax, scanner, and other office equipment.
- 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) Strong Communication skills (Verbal and Written); expected to be comfortable with public speaking in large groups.
- c) Attend and complete mandatory half day facilitation intro training on Sunday April 15th.
- d) **Attend and complete mandatory May facilitator training after the end of classes between May 7th – 9th of 2018.**
- e) Attend and complete mandatory August 18th 2018 refresher training prior to the start of classes, requires early move-in.
- f) Attend and complete mandatory Spring refresher training in January of 2019.
- g) Attend and complete scheduled in-service trainings in the middle of fall and middle of spring semesters.
- h) Shadow minimally one facilitated Four Arrows experiential program after being hired and before May training.
- i) Be willing to get trained and certified in First Aid, CPR, and AED if not already certified.
- j) **Ability and willingness to regularly work weekends.**
- k) Ability to work independently, as well as a member of a team.
- l) Capacity to work on multiple projects 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 results and minimal supervision.
- o) Demonstrate ability to provide quality customer service and exercise sound judgment and decision making skills.
- p) 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 7th, 2018** to:

Mark Flynn
Coordinator of Four Arrows Challenge Course & Experiential Leadership Programs, Services, and Initiatives
Department of Student Activities
Student Union Room 302A
860.486.6588
mark.a.flynn@uconn.edu