

# ROAD SCHOLAR

## Assistant to Field Coordinator for NAU Road Scholar Intergenerational Programs

Summer work/Internship Opportunity (*can be combined with Administrative Assistant Position - detailed below - during school year*)

NAU Road Scholar seeks a qualified individual to work 10-15 hours/week in the Road Scholar office in the Franke College of Business (Administrative Assistant Position) and for approximately 8-12 weeks during the summers of 2019 and 2020 as an Assistant to the Field Coordinator of our Intergenerational program. These programs are offered to grandparents and grandchildren from all over the U.S. during 8-10 weeks in June, July and August. Programs begin on any day. Programs include supervised outdoor activities, lectures and field trips involving both generations. Programs could be both in and out of Flagstaff. Some out of town work is available. Typical group size is 20-36 participants per week with up to ½ of the participants being children ages 9-12 with a few programs spanning age ranges 8-16. Pre-program planning can begin in May with program-related work ending by mid-August.

This position provides an excellent opportunity for a qualified individual to grow as an outdoor leader with both children and adults and may fulfill internship requirements, depending on your major/department. Previous PRM students have used this work to fulfill requirements of PRM 308 and PRM 408.

NAU Road Scholar is an educational not-for-profit organization for people interested in lifelong learning. We offer approximately 40 different travel program itineraries and serve 4,000+ customers per year for people from all over the United States.

More information on Road Scholar is at [www.roadscholar.org](http://www.roadscholar.org) or specifically Intergenerational programs at: [www.roadscholar.org/5831](http://www.roadscholar.org/5831) or programs #21290 or #2520.

Duties include, but are not limited to:

- \* Assist program coordinator with group check-in and orientation of group for week's activities.
- \* Assist program coordinator with program activities during the day (equipment set up, lunch pick up, van driving, errands)
- \* Assist lecturers/presenters with equipment set up, handouts, troubleshooting, clean-up
- \* Work with office staff to compile materials for the week -- handouts, checklists, nametags, etc.
- \* Lead children-only activities including craft session to make thank you cards, prepare skits, etc.
- \* Drive 11-14 passenger van around campus and to offsite and other remote locations (Sedona, Williams or Flagstaff area sites, Diamond Creek Rd., restaurants, etc.)

\* Ability to troubleshoot during program and 'stand-in' as coordinator during certain parts of the week's activities. Some evening hours are required.

\* With experience, position will have greater opportunity to teach natural history topics, lead icebreakers, guide hikes, etc. in the field with grandparents and grandchildren.

#### Who should apply?

An NAU student, either undergraduate or graduate, with an interest in outdoor education, parks and recreation, event planning, education, natural history, children, gerontology or related fields.

#### Requirements

Cover letter must accompany resume. Candidate should have at least 3.0 GPA, clean driving record, interest in working with multiple generations, possess good people skills, be self-motivated, willing to take charge when necessary and have a flexible attitude. Preferred certification in first aid, Wilderness First Responder and CPR, but not required. Familiarity with the Northern Arizona region a plus.

NAU Van driver certification card or Van driving course through NAU will need to be completed.

Please refer to the Administrative Assistant position for NAU Road Scholar and its description, as preference will be given to applicants who are interested in working both positions and who plan to stay in Flagstaff during the summer.

Pay is dependent upon experience.

Position open until filled.

Please send inquiries and cover letter with resume to:

[Jennifer.Beltz@nau.edu](mailto:Jennifer.Beltz@nau.edu) and [mary.hansen@nau.edu](mailto:mary.hansen@nau.edu) .Please reference the Position Title you are applying for in the subject line of your email and in your cover letter.