

SKOWHEGAN OUTDOORS

SUMMER BASECAMP ASSISTANT JOB SUMMARY

With the goal of community transformation through outdoor recreation in mind, Main Street Skowhegan launched the Skowhegan Outdoors AmeriCorps Program in 2019 in partnership with Volunteer Maine, the Outdoor Sport Institute, and other local organizations energized by the prospect of ensuring equitable access to the outdoors via free, guided outdoor activities and gear.

This summer we are working with Central Maine Workforce Development (CMWD) and Eastern Maine Development Corporation (EMDC) to offer several summer employment positions to eligible students, rising to grades 10-recent graduate. These part time positions are available beginning June 26, through August 18, 2023. The schedule will be 20 hours, Monday - Friday from 10 am to 2 pm.

Students interested in applying for one of these positions may contact Tenley Skolfield at tenley@mainstreetskowhegan.org, call 207.612.2571, or stop by the Main Street Skowhegan office at 65 Water Street, Skowhegan. We'll complete the EMDC Youth Services Referral Form and submit it for review by staff at EMDC where final hiring decisions are made.

RESPONSIBILITIES:

- Staff Basecamp and Gear Lending Library
- Maintain Basecamp space including taking out trash, sweeping and dusting
- Assist with clinic and program setups
- Work with Skowhegan Outdoors staff to promote Basecamp programs, services, and special events
- Distribute Skowhegan Outdoors program calendars
- Create engaging content and Canva banners for social media platform (with instruction and guidance)
- Create program reels for social media (with instruction and guidance)
- Brainstorm/offer ideas for social media projects/opportunities
- Assist at RiverFest and Dinner in the Park
- Perform trail maintenance
- Maintain greenspace garden
- Replace weather-worn birdhouses

- Collect data on Debe Trail usage
- Assist Skowhegan Outdoors staff with designing REACH programs
- Assist with signage project
- Other duties as assigned

ACQUIRED SKILLS:

- Communication
- Time management
- Attention to detail
- Adaptability
- Problem solving
- Self-motivation
- Customer service skills

JOB REQUIREMENTS QUALIFICATIONS:

- Displays excellent written and oral communication skills
- Ability to work both independently and as part of a team
- Ability to prioritize and multitask in a fast-paced environment
- Working knowledge of Facebook and Instagram

REQUIRED SKILLS:

- Computer competency
- Willingness to handle customer service issues or refer to Skowhegan outdoors staff
- Ability to communicate effectively with customers and staff
- Ability to multitask
- Ability to Stand or walk during shift
- Ability to perform repetitive wrist, hand, or finger movement (while operating computer equipment)
- Occasional bending, stooping
- Ability to lift 40 lbs.
- Eye-hand coordination (keyboard typing)
- Hearing and speaking