



Summer Employment Job Descriptions

Scope of Work: Complete 14 Wings Running & Fitness 2-day camps on the Navajo Reservation in conjunction with the "Just Move It" program

All Positions are on a Temporary basis beginning June 6 - August 7, 2013

Head Facilitator (Starting pay \$13.00 per hour or more, depending on experience):

- 2 years experience as a Regular Facilitator
- Valid Driver's License (may be asked to present driving record)
- Extensive traveling
- Supervision of all Regular and Assistant Facilitators
- Maintain all time sheets for payroll
- Conduct pre-camp site meetings with Navajo camp site coordinator
- Maintain all camp records (counts, lists, and standard paper work)
- Provide and receive all camp evaluations to camp participants and coordinators
- Maintain vehicle rentals (driving, oil changes, gas receipts, etc)
- Maintain credit cards
- Participate in "Just Move It" community runs, including JMI Finale
- Direct contact and communications to Program Director regarding camps and facilitators
- Direct contact to Wings personnel on financial matters
- Maintain a healthy relationship with respect to: organizations, participants, families/communities, administrative directors, and tribal agencies.

Regular Facilitator (Starting pay \$11.00 or more, depending on experience):

- 1 year experience as a Assistant Facilitator
- Under the supervision of the Head Facilitator
- Valid Driver's License (may be asked to present driving record)
- Extensive traveling
- Conduct pre-camp site meetings with Head Facilitator and Navajo camp site coordinator
- Provide assistance to Head Facilitators in camp paperwork
- Driving "alternates"
- Participate in "Just Move It" community runs, including JMI Finale
- Maintain a healthy relationship with respect to: organizations, participants, families/communities, administrative directors, and tribal agencies.

Assistant Facilitator (\$60 per camp day):

- Must still be in High School (Junior or Senior)
- Under the supervision of the Head Facilitator
- Assistant to Regular and Head Facilitators
- Extensive traveling
- Maintain a healthy relationship with respect to: organizations, participants, families/communities, administrative directors, and tribal agencies.