

Oregon Natural Resources Education Program

Facilitator Job Description

ONREP Facilitator Expectations:

- Participate in marketing workshop offerings to attract a minimum of 15-20 participants per workshop.
- Actively participate in at least one 6-hour workshop. Attend the annual facilitator education training & professional development session.
- Follow procedural steps and complete paperwork as outlined by the ONREP office.
- Provide workshop agenda and materials list at least 3-4 weeks before workshop
- Respond in a timely manner to ONREP communications and stay in communication with ONREP regarding your participation as a facilitator.
- Act as a positive ambassador of the ONREP program and work within the scope of the ONREP mission and policies.
- Represent ONREP and OSU in a professional and ethical manner.

Qualifications:

- Demonstrates good verbal and non-verbal communication skills. Ability to be understood by others and to listen to and understand others.
- Be highly organized, self-motivated, show initiative and have a desire to learn.
- Be enthusiastic and positive, should be an inspirational speaker.
- Classroom teaching experience preferred; outdoor teaching experience desirable. Teaching in the formal and/or informal setting required.
- Understanding, knowledge and interest in Oregon's ecosystems.
- Familiarity with current educational trend in Oregon.
- Ability to carry, lift, transport, move and set up materials for workshop. This can be done with assistive equipment or other assistance as needed.

Payment, benefits and incentives:

- Contracts with OSU allows ONREP to offer a stipend of \$250 per workshop to the contracted lead workshop facilitator for services rendered. Facilitators are encouraged to work as a team. Co-facilitators will receive a stipend of \$50.00-\$100.00. This payment break-down can be renegotiated prior to the workshop. Those who work for Oregon State University or Oregon State University cannot receive program reimbursements. Prior arrangements need to be arranged..
- An additional payment not to exceed \$40 per workshop for copies, snacks, coffee, postage and other incidental expenses is available if needed. Room rental is not generally budgeted, although pre-approved exceptions may be allowed.
- ONREP will provide opportunities for personal development in workshop management, learning styles, facilitation and other skills to help make your work as a facilitator more comfortable and effective.

Time commitment:

- The hours you work will vary according to your schedule and circumstances. Although many of the workshops will be taught from 8:30 am until 3:30pm during the work week, there are also opportunities to offer workshops at conferences, on weekends and during evening hours as preference of the audience dictates. Summer workshops can take place almost any time. ONREP tries to hold workshops between January and May.

The Oregon Natural Resources Education Program's (ONRE Program) facilitator mentoring program provides a system for training new workshop facilitators throughout the year. It is a three level process that involves new facilitators working with one or more experienced facilitator's as they deliver their first 3 workshops. The experienced facilitator is the coach and mentor, involving new facilitators at a pace that is based on the new facilitator's individual skill and experience level.