



POSITION DESCRIPTION

Position Title	Wonder of Washington (WoW) Educational Program Assistant (EPA)
Business Unit	Conference Center Administration
Home Department	Educational Programs
Location	Chevy Chase, MD
Full-Time or Part-Time	Full-Time
Telecommuter Status	Position not Eligible for Telecommuting

Mission

National 4-H Council (4-H), the nation’s largest youth development organization, grows confident young people who are empowered for life today and prepared for career tomorrow. 4-H programs empower nearly six million young people across the U.S. through experiences that develop critical life skills. In the U.S., 4-H serves every county and parish through a network of 110 universities and more than 3000 local offices. 4-H is a part of a unique private-public partnership of universities, federal and local government agencies, foundations and professional associations. National 4-H Council is the private sector, non-profit partner of the Cooperative Extension System and 4-H National Headquarters located at the National Institute of Food and Agriculture within the United States Department of Agriculture.

Position Summary

4-H is currently seeking Educational Program Assistants (EPAs) to become licensed Class B Tour Guides for the District of Columbia (D.C.) metro area to facilitate 4-H’s educational curricula to groups of youth on our Wonder of Washington (WoW) Educational Program. 4-H’s programs are intense and exciting learning opportunities for youth and adults from all over the United States and the world. EPAs make these programs successful by using their unique skills and knowledge to help participants have the most educational and fun experience possible in Washington, D.C. and at the National 4-H Conference Center. The EPAs must successfully fulfill the requirements of the D.C. Tour Guide License. A typical work week would involve working with a client group for the duration of the group’s stay which may extend beyond regular business hours and include evenings, weekends, and holidays. The functions of the job will be accomplished in collaboration with each group’s coordinator as well as Council program and planning staff.

Position Terms

The program provides a weekly stipend to defray expenses. EPAs will receive room and board through the WoW Educational Program on-campus housing site, Warren Hall, and the on-campus café, the Clover Café. Dates of the position are typically February through June for Spring. Travel to and from Washington, D.C. is at the applicant’s own expense.

Responsibilities

Tour Guide Duties

- EPAs will lead trips into the Washington, D.C. metropolitan area, and provide commentary on points of interest throughout the city, offering participants of the program with a unique learning educational opportunity.
- EPAs serve as primary liaisons between National 4-H Conference Center and each group during their stay at the Conference Center.

Program Facilitation Duties

- Lead educational workshops at the Conference Center which includes checking arrangements for room-set-ups, audio-visuals, entertainment, speakers, transportation, field trips, workshops, recreation, and developing specific curriculum for ongoing programs.
- Meet with adult and group leaders to assist and orient groups as they arrive; provide recreational and other free-time activities for participants; facilitate workshops; and complete other necessary program tasks as required.

Departmental Internship Duties

- EPAs will have the opportunity to work with various departments within National 4-H Council; duties will be assigned based on need and interest. Departmental experiences may include working with Resource Development, Marketing, Accounting, Hospitality, Supply Services, and the Executive Office.

Qualifications

- Must have experience in leadership roles, public speaking, and presentation.
- Must be flexible and work well under pressure and with others.
- Must be at least 18 years old.
- Must have at least a high school diploma or equivalent, with education beyond high school preferred. Courses in political science, communications, history, and education preferred.
- Must be a citizen of the United States.
- Must be able to read, write and speak the English language.
- Must be able to pass a background check satisfactorily.
- Must complete the tour guide exam and meet the medical and physical requirements of Department of Consumer and Regulatory Affairs.

Travel Requirements: This position does not require travel.

ADA Requirements: This job operates in a hotel and conference services environment. The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the vital functions.

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
- This position primarily requires a person to stand and walk for long periods of time (up to 8 hours)
- This post would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Basic math skills needed to calculate change (money), formulas, commissions, discounts; and must be able to lift at least 20 pounds.

Competencies

Competency	Level (Beginning, Proficient, Advanced, Mastery)
Communications	Proficient
Critical Thinking	Proficient
Initiative & Innovation	Proficient
Collaboration & Teamwork	Beginning
Customer Orientation	Beginning
Business Mindedness	Beginning
Spirit of Diversity & Inclusion	Beginning

Disclaimer

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to include or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other tasks as needed.

Revision Date

9/5/2018

National 4-H is an Equal Opportunity/Affirmative Action employer.