



## Field Trip Coordinator Guidelines and Job Description

### ***Position Description***

The Field Trip Coordinator helps plan field trips and provides venues and travelling families with updates. Must be able to make long distance phone calls and send out emails.

### ***Training***

Prior experience with spreadsheets, budgeting, and forecasting is a must.

### ***Major Duties***

- Research areas that are central to meeting the mission and vision of NHEG
- Partner with community stakeholders and venue owners
- Manage logistics in relation to fieldtrips
- Initiate new and potential resources for field trip planning
- Assist in strategic planning of the organization
- Report questions/concerns to director or board members

### ***Fundamentals***

#### – Evaluations

Your performance will be evaluated on the timeliness and efficiency your work is carried out in. Any concerns will be discussed with the appropriate recommendations made. In addition, your evaluation will be used as a determination of your continuing status and to highlight any areas that need improvement.

#### – Dress Code

You will dress appropriately and professionally for this position.

#### – Schedule

Your hours will be worked out with NHEG and the Director of Virtual Development.

#### – Supplies(Soft/Hard)

Whenever possible, NHEG seeks out ways to provide necessary software. All software is for NHEG purposes only. Any special needs should be brought to the attention of NHEG staff.



— Conflicts

If you are experiencing difficulties during or as a result of your assignment please contact NHEG immediately to work out a solution. Field Trip Coordinators are hired as temporary volunteers on an as-needed basis and are not considered permanent employees of the New Heights Educational Group Inc. Resource and Literacy Center. However, you are a valued member of our team, and we want you to have a positive experience while you are with us.

— Behavior

Conduct yourself in a professional manner and be aware of your communication skills, language, and behavior. All students and staff need to be treated with respect and dignity. Failure to do so will impact your status as a volunteer or tutor/teacher.

***Volunteers' Rights***

1. Every volunteer has the right to be treated with respect by the NHEG staff members. When a problem arises, all staff members will treat it with confidentiality and fairness.

**Agreement Form**

I, \_\_\_\_\_, have read the above Field Trip Coordinator guidelines and job description of New Heights Educational Group and hereby agree to follow them. I understand that failure to do so would result in my discontinuation of service at any time as decided by the New Heights Educational Group.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_