

# **JOB DESCRIPTION FORM**

**JOB TITLE:** Presenter (Walk Through presentations)

**EMPLOYMENT STATUS:** Full-time salaried school year

**FULL-TIME CALENDAR:** Monday through Friday

This is a school-year position with fully booked calendars October through mid-June. There is no work from mid-June through September each season.

**TYPICAL LENGTH OF WORKDAY:** 4 -8 hours at a school  
\*does not include drive time

**TRAINING RATE:** (First 10 days) \$130.00/day

Initial training is 10 days at the CWE offices in Orange County. Upon completing initial training, position is paid salary. Hotel accommodations for Northern California presenters is made by the Company for initial training period.

**STARTING COMPENSATION:** varies by region

- Southern and Central California is \$3872/month
- Northern California areas of East & South Bay is \$4000/month
- Overtime is paid when position requires
- Automatic deposits made on the 15<sup>th</sup> & last day of the month
- Pay period is from October through mid-June. There is no work or pay after the 15<sup>th</sup> of June through September.

## **HOLIDAYS/SICK DAYS:**

Presenters who have worked for the Company over 60 days receive paid time off for most school holidays. This includes two weeks in December for Christmas/Winter break. This does not include summer months or Spring break. Summer months are non-paid time off and Spring break is booked on all calendars and not offered as time off. Presenters receive 3 paid sick days within a school season.

## **MEDICAL BENEFITS:**

Medical benefits are offered after 30 days of employment.

- Company pays 100% premium of either a Silver PPO or HMO plan. Plans are offered for employee to choose.

**DAILY MILEAGE REIMBURSEMENT:** IRS rate

Employees are responsible for turning in monthly expense reports for reimbursement.

## **OVERNIGHT TRAVEL REIMBURSEMENT**

Up to 4 week-long trips scheduled per school year (does not include initial 10 day training period)

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- (Meal stipend for overnight trips – determined by season)
- Lodging at pre-determined limit

## **REQUIREMENTS FOR EMPLOYMENT:**

- Must be legally able to work in the United States
- Must pass a California Department of Justice background check (previous background checks with other companies/schools are not accepted)
- Must provide proof of negative TB Test within the last 2 years
- Must have a credit card for making travel arrangements (travel reimbursed)
- Must have a valid driver license and clean driving record
- Must have a vehicle that is in good working condition (tires, tune ups etc.)
- Must have a vehicle that is mid-size (4 door) for transporting equipment daily (small cars will not fit equipment) and trucks must have a cover and a lock to be permitted for use.
- Must have a safe and reliable living arrangement
- Must live in one of the regions/areas of which the Company is hiring. The required daily travel of a region may require a drive time of anywhere between 15-120 minutes – one direction (depending on traffic)
- Must be able to adequately and safely store all presentation equipment throughout the school year. (see information on equipment below)
- Must have a computer (or similar device) for filling out reports and other basic company needs and printer for printing daily itineraries.
- Must have internet access to online calendar, reports, and email

## **EXPERIENCE OR EDUCATION IS NEEDED IN THE FOLLOWING AREAS:**

- Speech/Performance: Emcee, speech/debate, public speaking, docent, theater arts, communications, musical group, cheerleading, assemblies, ASB
- Teaching: (credential not required) including substitute teaching, teacher aid/assistant, ABA tech, coach
- Service: restaurant server, crowd organizer, tour guide, amusement park attendant/announcer

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## **ABOUT CALIFORNIA WEEKLY EXPLORER**

California Weekly Explorer has provided Walk Through presentations in elementary schools throughout California for 30+ years and has developed a strong presence in the elementary education community. Our Walk Throughs are a favorite (in school) field trip among students and teachers alike for their content based interactive design and excellent presenters. We do not market or advertise but we grow by 100-300 presentations annually due to word of mouth. We attribute this growth to our dedicated group of management staff and field employees who are committed to delivering consistent and dynamic presentations. Our customers know that a Walk Through presenter will be professional and will go above and beyond to provide the presentation they have come to expect despite differences in style or personality. The type of person who thrives with us is one who is passionate about motivating students and enjoys working independently while receiving the structure and support provided by an established company and management staff.

## **COMPANY DESCRIPTION AND OPERATIONS**

CWE was founded by Don Oliver in 1989. Since Don's passing in 2002, his wife Betty Oliver has been the sole owner. Betty retired from her position within the Company as the Customer Accounts Manager but continues to be very much involved with the Company attending operations meetings and staff meetings. The overall operations are managed by the Oliver's son Barry Hovis and the office staff consists of three other positions: Customer Accounts Manager, Hiring/Field Manager, and Trainer. Each of the management staff has worked as a presenter themselves and each has been with the Company for over 20 years. California Weekly Explorer has 15-20 presenters who cover regions throughout California. Many of the current presenters have been with the Company from 5-13 years.

## **BASIC JOB DESCRIPTION OF A PRESENTER**

To be the sole moderator for exciting, game show style history presentations in California elementary schools - up to two scripted history presentations daily, each lasting 2 ½-hours, and as many as 10 per week to students in grade levels 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>. In these acclaimed Walk Through presentations the students become the fellow actors/team members interacting with the presenter as they are led through important highlights of history. Each presentation is highly interactive and takes place with one class at a time and with a maximum of 36 students in attendance. Detailed preparation is provided to each participating class prior to their Walk Through day and students come ready (typically in historical attire or costume) to recite and present pre-written Walk Through Expert Word and/or Character cards.

California Weekly Explorer is a private, for profit, company and works with all types of schools including public, charter, faith based, private, and home-school groups. Presenters are fully trained in 3 presentation scripts that cover major

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components of the California state content standards for history: Walk Through California for 4<sup>th</sup> grade, Walk Through the American Revolution for 5<sup>th</sup> grade, and Walk Through the Ancient World (focus on Egypt, Greece, & Rome) for 6<sup>th</sup> grade. Each Walk Through presentation provides an overview of major events and players of history to promote a love of learning in students. The scripts do not take the place of the comprehensive teaching conducted in a classroom setting and they are not intended to promote any particular stance or viewpoint on history. They do serve as a strong supplement that teachers enjoy based on the interactive design that aid students in retaining important information. Presenters must stick closely to scripts and be careful not to use their position within the company as a personal platform in the schools. Changes and modifications to scripts are made by the Company and at the discretion of the Company.

Visit our main page at [www.californiaweekly.com](http://www.californiaweekly.com) and click on “Presentations” and “About” on the top bar to read the Company Mission Statement and to learn more about the design of a Walk Through and customer responses. The pre-written Character and Expert Word cards that are pre-assigned to students can be viewed by clicking on “Students/Parents” and choosing the Walk Through type under the drop down list.

Presentations are conducted at various school sites throughout the state of California covering from San Diego to Sacramento. Each presenter is scheduled within a specific region and must reside within one of the regions for which the company is hiring to minimize daily travel time. Presenters are also scheduled for up to 4 week-long trips scheduled outside of a given region/area. Presenters are responsible for making their own travel arrangements given company parameters.

Each presenter has access to their own online calendar and can view all booking information for the entire school year. Changes to schedules do occur and presenters must check calendars daily for important updates. Presenters must plan accordingly for traffic and unforeseen circumstances in order to arrive on time to schools each day and be ready to be “on” and personable upon arrival to schools.

Presenters arrive to a school 60 minutes prior to the first presentation to set up display/equipment. Most presentations are scheduled to begin between 8:00am-9:00am. A presentation is 2 ½ hours in length and we can accommodate 2 presentations in one day at the same location. There is a mandatory 45-60 minute break between presentations to re-set equipment and have a standard 30 minute lunch break. A presenter will not be scheduled at different school locations within the same day and will not be required to move equipment from one room to another within the same day.

Some days may have only one presentation scheduled, starting in either the morning or early afternoon. This is based solely on the school and how they choose to reserve. A presenter could have weeks with two presentations scheduled every day or a week with two or three one-presentation days scheduled. Any day scheduled with one-presentation only will be paid at the same salary rate as a two-presentation day. Scheduling needs can change

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abruptly, and presenters are expected to be available for a full two-presentation day should a scheduling need require.

Each presenter must be responsible to meet the demands of the calendar which requires adequate sleep, water intake, proper care of voice & body, prepping energy rich lunches, practicing good hygiene, and ability to wake up to an alarm, make early morning drives, and follow GPS instructions adequately. California Weekly Explorer requires that a presenter's appearance is neutral and without body markings, piercings, and/or abstract hairstyles/coloring. The Company provides each presenter with 5 California Weekly Explorer polo style uniform shirts. Presenters must purchase and wear neutral color pants and service style shoes (to provide adequate support). Historical attire is not worn by presenters.

Presenters are responsible for storing, transporting, and setting up the equipment and display for each presentation throughout the school year. This requires safe handling of equipment and ability to safely lift up to 50 lbs. Equipment cannot be stored in vehicles and must be kept safe from damage or theft. Any equipment needs are to be reported to management and any replacements and purchases will be taken care of by management and/or approved and reimbursed on presenter expense reports. A folding flat cart is provided as a part of the equipment for transporting. All equipment can typically be transported from vehicle to presentation room within a single trip by use of the flat cart.

Company vehicles are not provided. Presenters must have reliable transportation and proper care must be taken over personal vehicles ensuring all oil changes, tire replacements, and maintenance needs are met. The company provides mileage reimbursement as well as reimbursement for the standard AAA annual membership.

The Presenter position is a school term position only. Continued employment with CWE is based on several factors including: feedback from teachers on performance of employee by way of teacher evaluations, observation of presentations by management, employee conduct at staff meetings, and the working relationship between CWE management staff and employee. The Employment Agreement with CWE is an At Will contract. It is based on the mutual consent of CWE and the employee. Either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

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## **BENEFITS AND CHALLENGES**

Benefits include having an established calendar, paid school holidays, an opportunity to perform daily, to motivate children, to develop personal creativity and public speaking skills, and to work independently as a professional speaker and educator.

Challenges include daily drive to different locations, fully booked calendars with little flexibility during working months, and non-paid months between school seasons.

## **OTHER PRESENTER DUTIES**

- Must follow an established online calendar
- Must fill out online school reports
- Must maintain and turn in monthly expense reports
- Must make all travel arrangements and reservations for accommodations
- Must check emails daily and maintain regular communication with management
- Attendance at all meetings
  - staff meetings (5-6 within a school year) at our Tustin, CA offices
    - Northern California presenters must make travel arrangements for staff meetings
  - individual quarterly manager meetings (3 within a school year)
    - Conducted virtually or in office
  - individual end-of-year review meeting
    - Conducted virtually or in office
- Must have basic computer knowledge
  - For accessing online calendar/itineraries, utilizing navigation apps, sending and receiving emails, viewing and writing online reports, completing monthly expense reports, and sending in other required paperwork.

## **PRESENTER DEVELOPMENT**

Presenter development takes place in the following areas:

- Online evaluations turned in daily by teachers
- Observation of presentations by management
- Staff meetings for morale/team building, ongoing training, script, policy updates, etc.

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- Individual quarterly manager meetings with Field Manager to go over goals, achievements, etc.
- Individual end of school-year reviews

## **WORKING CONDITIONS**

*Presentations take place at school sites - working conditions vary.*

- Rooms include multi-purpose rooms, cafeterias, and classrooms. Presentations may take place outdoors under extenuating circumstances and overhead covering is required. Working space and room temperatures vary.
- Fluorescent lighting.
- Rooms are not always well ventilated.
- Amplified noise – use of microphone and music.
- We require presenters to have a minimum 30 minute lunch break. If a presentation is running long, presenter must be able to cut content where needed to maintain required lunch break. Presenters have access to teacher lounges if needed for storing and warming up food.
- Driving under various traffic and weather conditions.

## **PHYSICAL DEMANDS OF POSITION**

- Lifting and carrying equipment (weighing between 5 – 35 pounds) to and from vehicle and classroom. Requires strong/healthy back and knees.
- Assembling and disassembling equipment in presentation area.
- Moving tables, chairs and equipment.
- The performance involves standing, stooping, bending, kneeling, crouching, reaching, and stretching.
- Reading name tags from across the room and hearing students responses. Requires good hearing and vision.
- 5 hours continual vocal use: Continual speaking in engaging/exciting manner with aid of microphone (some presenters do lose vocal range)
- Lengthy time spent in car driving for long travel days

Note:

This position has proven difficult for people with the following physical challenges:

- Back/knee/feet issues
- Migraines
- Prone to illness
- Gout
- Dizziness
- Losing voice/callouses on vocal cords

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## **MENTAL DEMANDS OF POSITION**

- Daily driving with traffic congestion. Presenters travel during commute hours.
- Finding the school location each day.
- Being “on” from check-in at the school to end of day
- Working under time-constraints. Presentations are 2 ½-hours in length which can cause stress when classes arrive late or ill prepared.
- Quick decision-making; due to time constraints, sometimes part of the presentation needs to be cut.
- Working rapidly for long periods of time. Have to be mentally charged at all times.
- Working on several tasks simultaneously. Presenters are road crew, tech, and performers all in one. Must articulate material clearly, manage the class, listen to student questions and responses, and work with the sound system, props, and other presentation activities simultaneously.

Note:

This position has proven difficult for people who find themselves stressed by the following challenges:

- Long commutes/early mornings/traffic issues
- Unprepared rooms/classes/schools or in general things not going “as planned”
- Overnight travel (fear of being alone in hotel)
- Suffer from OCD/Anxiety/Depression



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## PRESENTER QUALITIES

**Self-Starter/Self-Discipline:** The ability to take the initiative. Presenters are depended upon to arrive to schools on time and make daily decisions to meet the needs of CWE customers (teachers and school staff). The ability to make travel arrangements for overnight stays. Must be able to memorize and perfect performance of three separate scripts. Must be able to practice self-discipline for daily study during training period and for maintaining vocal and physical health during the school season. This requires a healthy lifestyle. For the training period, this could entail taking notes, developing outlines and preparing materials to aid in presentation that are not provided by CWE. This includes the ability to come prepared to training each day with material memorized and any supports ready to be utilized.

**Memorization Skills:** The ability to memorize three 2 ½-hour presentations including historical facts & dates.

**Organizational Skills:** Ability to organize time, calendar/itinerary, and equipment. Presenter equipment must be stored in proper containers and put away neatly. Presenter calendars must be checked daily and presenter must ensure arrival to the correct school with the correct equipment. Presenters must be aware of overnight travel dates and make arrangements 3-4 weeks in advance.

**Reliable:** This position requires daily solo performances without managerial supervision. This position is moderately supervised so the presenter must be highly organized and punctual. This entails a sense of personal responsibility and professionalism to wake up early and arrive on time despite extenuating circumstances such as traffic or personal schedules. Presenters must also be trusted to care for CWE equipment. This includes safe transport and storage, troubleshooting problems, and communicating any malfunctions to CWE supervisor.

**Professional/Neutral Appearance:** The ability to maintain proper grooming and personal hygiene despite early morning departures. CWE requires head and facial hair to be trimmed and maintained. CWE's policy includes employees have no visible tattoos, piercings, or color dyed hair.

**Enjoy Working with Children:** Must genuinely enjoy working with this age group and desire to connect with students to make this the most fun learning experience of their school year despite varying degrees of student ability or behavior.

**Strong Communication Skills:** This consists of a strong command of the English language as well as controlled body movement. A Presenter must be able to communicate clearly with excellent diction and enunciation to a group of people without appearing nervous. Communication skills also include the ability to speak not only to groups but appropriately and effectively with school office staff, teachers, and parents individually.

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**Presentation Skills:** The presenter is teacher, storyteller, and performer alike. Presenters must have the ability to present scripted material in a dynamic fashion while having the ability to respond spontaneously to a variety of situations. This involves using humor and student management techniques simultaneously.

**Flexible/Problem Solving:** Presenters need to have a “can do” attitude and be mentally ready for things to not go as planned! This requires the ability to think clearly and make decisions necessary to provide a positive experience. Must respond to frustrating situations productively and make the best of difficult conditions. Schools vary in ease and preparedness and presenters must maintain a patient, positive attitude & approach in dealing with the varying personalities of office staff, teachers, and students. This includes the ability to discern a class and adapt the presentation to meet the needs of an individual student, school, or environment.

**Stress Management Skills:** Presentations are governed by set times and customer expectations. Presenters must have the ability to respond positively to time delays or special requests on any given day and circumstance. Presentations utilize equipment that could wear out or become faulty. Presenters must be able to adjust when things don't work properly and be able to present under less than ideal circumstances without undue emotional strain. Other stressors include: getting to the school on time – waking up extra early, dealing with traffic/accidents, working with unprepared schools/teachers/students.

**Stamina/Endurance:** The ability to present in a dynamic fashion without losing energy no matter the temperature, length of day or extenuating circumstances. Presentations are 2.5 hours in length and there are usually two in a day. Presenters must provide the same energy for afternoon classes as they do morning ones. This also includes presenting the same material daily but making it seem like it is fresh and exciting. Healthy lifestyle choices are encouraged to maintain this level of stamina.

**Professional Interaction:** The ability to exercise appropriate communication in a professional setting with both young students and adults. The ability to communicate comfortably and effectively with adults (teachers, principals, school office staff, parent audience members) any troubleshooting needs or requirements for the presentation regarding set-up, preparation, or Company policies; offering solutions and remaining friendly and supportive.

**Student Management Skills:** The ability to assess classroom dynamics and direct a group of students by way of voice inflection, clear & concise directions, and follow through of disciplinary action. Includes ability to engage and enthuse young audience members gaining their respect and maintaining that respect.

**Command Presence:** The ability to command a room – to not be easily intimidated or distracted by students or teachers alike. This includes leadership qualities to take charge of a situation and maintain control while being flexible and accommodating when necessary. Presenters must be able to motivate students while educating in a captivating way.

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**Improvisation Skills/Listening Skills:** The ability to problem solve & think on your feet! This involves assessing the dynamics of a class and responding appropriately. Must be able to stay in the moment, continually listening, aware of the environment as well as the students and student comments. Each class and each day is different so spontaneity is a plus. It is never the same presentation twice!

**“Show Must Go On” mentality:** CWE does not employ substitutes and relies on presenters to be conscientious of their physical, vocal, and emotional health in order to be able to meet the demands of a full and busy “public speaking” calendar.

**Love of Learning:** Background knowledge in the history presented is not required however an interest in history and a desire to learn and become well versed in the history presented is something CWE looks for in applicants. This includes the desire and willingness to put forth a continued effort to increase personal knowledge of the history covered in CWE presentations. The more background knowledge a presenter has the easier it is to remain connected to the material and make it exciting each day. This also aids in the ability to respond spontaneously to students.