



## ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

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### **JOB OVERVIEW**

**Position Title:** Educational Bus Guide

**Reports To:** Education Director

**Department:** Field Institute

**Position Type:** Non-Exempt – Temporary

**Dates of Service:** May – October 2019

**Pay Range:** \$14 per hour

### **JOB DESCRIPTION**

This position is responsible for researching, preparing and presenting natural and cultural history bus tours to the general public in Rocky Mountain National Park.

#### **Essential Duties/Responsibilities**

1. Plans and leads themed educational tours in Rocky Mountain National Park which include information on both the cultural and natural history of the area.
2. Safely drives a 14-passenger mini-bus or 11 passenger van.
3. Maintains each tour vehicle by washing, cleaning, gazing and Conducting regular maintenance checks.

#### **Other Duties/Responsibilities**

1. Answers the phone and responds to general questions.
2. Takes class and tour registrations.
3. Maintains Field Institute database with simple data entry.
4. Helps maintain common areas.
5. Other duties as needed.

#### **Supervisory Duties**

None.

## **JOB QUALIFICATIONS**

### **Knowledge, Skill and Ability**

This position requires the ability to work well with many types of people in both office and field-based situations. Guides must be 21 years of age or older with a valid driver's license and clean driving record.

1. Ability to develop and present educational programs required.
2. Knowledge of the cultural and natural history of Rocky Mountain National Park preferred.
3. Organizational skills, attention to detail and the ability to work both in a team environment and independently.
4. Positive attitude, flexibility, adaptability, timely follow-through and excellent communication skills.

### **Computer Skills**

Ability to learn new computer programs. Working knowledge of current Microsoft Office applications preferred.

### **Education or Formal Training**

Bachelor's Degree in a science or education related field preferred. Current first aid/CPR certification or higher required.

### **Experience**

1. Demonstrated experience in outdoor/environmental education.
2. Demonstrated verbal communication related experience.

### **Material and Equipment Directly Used**

The position requires the infrequent use of computerized equipment, printers, fax machines, copiers, telephones, and other typical office equipment, as well as audio-visual equipment, including slide projectors, televisions, DVD players and LCD projectors.

### **Working Environment/Physical Activities**

Weekend and evening hours are required. Some bus tours will take place at high elevations for extended periods of time. Short walks on the tundra and other park trails are required. Ability to stand for intermittent periods of time while providing information at scheduled stops.

**NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR QUALIFICATIONS ASSOCIATED WITH THE JOB.**

### **TO APPLY:**

**Please send a resume, cover letter, and three professional references to:**

Rachel Balduzzi, Director of Education  
1895 Fall River Road  
Estes Park, CO 80517

[Rachel.Balduzzi@RMConservancy.org](mailto:Rachel.Balduzzi@RMConservancy.org)

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Revised: December 2018