

ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Field Institute Assistant

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 assisting the Field Institute Education Director with duties related to the growth and continued success of the Field Institute Program.

Essential Duties/Responsibilities

1. Plans, develops and teaches custom and other educational classes and bus tours for the Field Institute Program and various Rocky Mountain National Park programs including EE/Interpretation and other National Park Service divisions.
2. Processes registrations and cancellations and inputs the data in Raiser's Edge and other spreadsheets.
3. Assists class instructors and educational bus guides when needed.
4. Answers questions for customers and visitors through the phone and email.
5. Writes news articles, Facebook posts, blogs and assists with other marketing tasks such as staffing outreach booths, distributing flyers and meeting with community partners concerning the Field Institute Program.

Other Duties/Responsibilities

1. Answers the phone and directs calls as needed.
2. Sells memberships and retail merchandise in collaboration with the Member Services Associate and the Retail Department.
3. Maintains each tour vehicle by washing, cleaning, gazing and Conducting regular maintenance checks.
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.

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 writing experience, including customer correspondence.
3. Demonstrated experience in accurate, and efficient, data entry.
4. Demonstrated verbal communication related experience.

Material and Equipment Directly Used

The position requires the 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. Ability to sit for extended periods of time required. Off-site engagements required at times. Field work including leading hikes on unpaved trails for many miles with a potentially heavy pack.

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
Rocky Mountain Conservancy
1895 Fall River Road
Estes Park, CO 80517**

Rachel.Balduzzi@RMConservancy.org

(970)586-3262