



**COLORADO**

**Parks and Wildlife**

Department of Natural Resources

## Temporary Job Announcement

**POSITION:** Schools and Outdoor Learning Environments (SOLE) Educator

**START & END DATE:** September 8th 2020–June 8th, 2021 (9 months)

**PAY RATE:** \$15/hr, 40 hrs/week, mostly Monday-Friday. Approximately 2 weekend days per month and some evenings required. Extensive overnight travel around Colorado in the spring may be required dependent on Colorado health guidelines.

**LOCATION:** Staff must report to work out of the Statewide Education, Partnership and Volunteer Office, Colorado Parks and Wildlife, 6060 Broadway, Denver, CO 80216.

**DEADLINE FOR APPLICATIONS:** July 24th 2020 or at 50 applicants. Applicants will be notified if they have been selected for an interview within a few days after the closing date. Interviews are planned to be held August 3<sup>rd</sup> or 4<sup>th</sup>.

**JOB DESCRIPTION:** Schools and Outdoor Learning Environments (SOLE) is a program that connects 4th grade classrooms across Colorado to the outdoors. This position focuses on educating 4<sup>th</sup> graders and their families around the state through events such as family workshops, Family Nature Nights, and supporting SOLE volunteers and partners, including training new volunteers and creating/maintaining strong relationships with SOLE partners. This position offers professional development and job shadowing opportunities. Information about SOLE can be found at: [www.cpwssole.org](http://www.cpwssole.org)

*The SOLE Educator will be responsible for:*

- Leading and assisting family workshops at state parks, and up to 20–25 Family Nature Night evening events in the spring, including teaching at a station such as wildlife trivia, fish casting, or archery
- Recruiting, training, and scheduling volunteers at SOLE events
- Scheduling environmental and history education organizations to participate in SOLE events
- Leading and assisting with other SOLE components such as virtual or in person in-class programs and family workshops
- Providing excellent customer service to internal and external partners of SOLE
- Assisting with record keeping, paying of invoices, and tracking receipts
- Additional duties as assigned

### **MINIMUM REQUIREMENTS:**

- Bachelor's degree in education, biology, environmental studies, natural resources, recreation, history, or related field OR four years of experience post high school working with K-12 students may be substituted
- Excellent teamwork, communication, and interpersonal skills
- Experience educating or working with K-12 students
- Familiarity with Google documents and writing web content
- Experience with graphic design through Adobe InDesign and use of online platforms such as Constant Contact preferred
- Ability to lift up to 50 pounds assisted and must possess valid driver's license

**HOW TO APPLY:** Email resume and cover letter with "SOLE Educator" in the subject line to [wildlife.projectwild@state.co.us](mailto:wildlife.projectwild@state.co.us)

CPW is committed to fairness and equality of opportunity in the workplace. *All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*The Department of Natural Resources participates in E-Verify in accordance with the program's Right to Work for all newly-hired employees. Upon acceptance of a job offer, employees are queried through the electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify identity and employment eligibility. You may complete section 1 of the I-9 form upon your acceptance of a job offer letter, but no later than your first day of employment and in addition, on your first day, but no later than the third day, you will be required to submit original documents to verify your eligibility to work in the U.S. Learn more about [E-Verify](#), including your rights and responsibilities.*

