



Seeking seasonal environmental education program Supervisor/Team Leader

ENOR Environmental Discovery Camp is a nationally recognized, award winning educational program sponsored by the CSU Jefferson County 4-H program. ENOR has been in offering outdoor, hands-on learning experiences to 4th-6th grade students for 47 years!

We are looking for dynamic, enthusiastic individuals to join our team. The ideal candidate must possess stellar customer service skills, be a supportive team player, and have the ability to guide campers through learning in an experiential, hands-on way in a safe and caring environment.

2021 Dates: June 7 - July 16 (no camp the week of July 5th - 9th)

Hours: 7:30 a.m. - 4:30 p.m. daily, Monday - Friday

Salary: \$17/hour

Position hiring: 4th grade Owl's Roost

POSITION PURPOSE: Performs administrative and supervisory work in implementing environmental education programs on a seasonal basis through Colorado State University Extension in Jefferson County.

JOB RESPONSIBILITIES

- Must be able to commit to the entire 5 weeks of employment.
- Provides leadership and organizes, coordinates and implements environmental education programs, performs direct program supervision, scheduling and preparing daily activities and use of trails based on curriculum, lessons and philosophies developed by Colorado State University Extension in Jefferson County and the Jefferson County R-1 School District representatives; performs weekly evaluations of the program and modifies programs as necessary to address deficiencies. Informs Camp Coordinator of program modifications and identified needs for curriculum updates; holds staff meetings for educators in program.
- Assigns, directs and supervises activities of assigned seasonal educators, ensuring adherence to established policies, procedures and standards; and assists and advises team, as necessary, with integrity in thought, word and deed; resolving problems as non-routine situations arise; ability to lead a team with inspiration, encouragement, enthusiasm and respect.
- Administers or makes recommendations for routine personnel matters affecting team, including, training, assigning, scheduling, granting leave, appraising and disciplining, etc. May assist with recruiting, interviewing and hiring.
- Establishes and maintains effective relationships with school site and field site personnel and the children and their families, building rapport and friendship; and maintains contact with parents and places calls to parents for children, when necessary.
- Administers medications, first aid or CPR, when necessary.
- Oversees daily transportation and communication with bus drivers to and from program sites; and oversees pick-up and drop-off sites and special mountain pick-up sites, ensuring the safety of participants.
- Leads daily opening and closing circles with program participants and staff.
- Performs administrative duties and compiles data for reports, as assigned, ensuring completion by specified deadlines and in accordance with established goals and objectives.
- Organizes, maintains and monitors use of program equipment, including outdoor safety equipment, compasses, maps, first aid equipment, emergency tools, alarms, etc.; ensures that all equipment is properly stored and returned; and requests replacements as needed.



MINIMUM TRAINING AND EXPERIENCE

- Must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H; and must have completed at least one of the following qualifications.
 - a. A four (4) year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, environmental education or a subject in the human services field.
 - b. Two years of college training and six (6) months of satisfactory and verifiable full-time or equivalent part-time or, paid or volunteer, experience since attaining the age of eighteen (18), in the care and supervision of 4 or more children.
- Previous experience building and leading a team preferable.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license issued by the State of Colorado.
- Certification in first aid, CPR, and Medication Administration by beginning of camp.

PHYSICAL REQUIREMENTS

- Must be in good physical condition
- Ability to walk 3-4 miles per day on mountain areas and trails in easy to difficult terrain
- Ability to carry backpack packed with daily program equipment and supplies



Email resume to: srmoore@jeffco.us

See our [website](#) at for more program information, or contact Sharon at srmoore@jeffco.us or 303.271.6637.



Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action.