



COLORADO

Parks and Wildlife

Department of Natural Resources

Hunting and Angling Outreach Assistant

DEADLINE FOR APPLICATIONS: April 2, 2021 or 50 applications

START & END DATE: Start as soon as possible, 9 month term

PAY RATE: \$15-16/hour

SCHEDULE: 40 hours/week, some evening and weekends

LOCATION: Colorado Parks and Wildlife (CPW) Office, 6060 Broadway, Denver, CO 80216.

- Work from home with occasional in-office days until COVID-19 restrictions lift. Laptop provided. No reimbursement available for home internet but can discuss options.
- Office located along the [RTD 8 line bus route \(stop at Broadway & 60th Pl\)](#).

JOB DESCRIPTION:

The Outreach Assistant will help with various aspects of fishing clinics along the Front Range of Colorado. The majority of the work will be in the Denver-Metro area. Other duties will include assembling fishing rods, organizing equipment, repairing equipment, teaching fishing clinics and scheduling fishing clinics and working with volunteers and other duties as assigned. The applicant will also assist the Northeast Region Hunting and Angling Outreach Coordinator. Duties will include assisting with a variety of fishing and hunting related clinics, seminars and webinars throughout the Northeast region. Maintenance, inventory and management of equipment and storage areas as well as Sandoval Pond Administrative Area. This may include operation of hand and power tools, tractors, mowers, seeders and weed trimmers. Position may also be asked to help other staff in the Education Section at CPW. The applicant needs to be willing to work some weekends and evenings depending on when fishing clinics and other outreach events are scheduled. The applicant will be expected to work 40 hours per week. Highly desirable applicants will have experience with teaching/education. The selected applicant will be required to have an annual fishing license and Hunter Education certification which can be obtained once hired.

RESPONSIBILITIES:

- Be the main point of contact for Lake Lehow.
- Manage logistics of scheduling and organizing groups for Lake Lehow
- Work closely with CPW volunteers and outside organizations to coordinate clinics.
- Organize, maintain and distribute equipment and gear.
- Schedule and promote fishing clinics.
- Support Angling volunteers through email/phone calls and in-person interactions.
- Be willing to travel to locations outside of the Denver/metro area for outreach programs
- Assist with hands on hunting clinics and seminars

MINIMUM REQUIREMENTS:

- Collaborative, driven, and committed team player.
- Self-motivated and proactive in spending time efficiently with attention to detail.
- Excellent communication and customer service skills (written and verbal).
- Excellent organization; ability to balance multiple responsibilities while working independently.
- Demonstrated ability to build relationships, whether during one or many interactions.
- Willingness and enthusiasm to support a wide variety of employees and volunteers from behind the scenes and in the field.
- Passion for natural resources, conservation, environmental education, fishing, or similar areas.
- At least 18 years old.
- Proficiency with Microsoft Office Suite and Google Applications.
- Reliable internet connection while working from home, but can discuss options.
- Able to get to the office when necessary, and comfortable traveling alone if applicable. Valid driver's license and good driving record for using State vehicle.

PREFERRED QUALIFICATIONS:

- Experience teaching is highly preferred.
- Knowledge and understanding of fishing.
- Multilingual (Spanish or ASL preferred).
- Knowledge of hunting and hunting related equipment
- Knowledge and skills with hand and power tools
- Hunter Education certification holder prior to employment

BENEFITS:

This position pays into [PERA](#) (State pension program), but does not include medical benefits or paid holiday or vacation time. Effective January 1, 2021, temporary employees will accrue paid sick leave (1 hour for every 30 hours worked, up to 48 hours per fiscal year). Leave rolls over upon rehire.

ACCESSIBILITY: We will happily discuss and provide ADA accommodations at any time.

HOW TO APPLY:

Send a cover letter and resume (PDFs) to angler.education@state.co.us with "Outreach Assistant" in the subject line. We welcome lived, educational, and work experiences. Cover letter should include:

- Why do you want to work for CPW's Hunting and Angling program specifically?
- What makes you a unique fit beyond what we can see in your resume?

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. 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 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.

