



**2021-22 Environmental Education Corps
Dinosaur Ridge Position Description**

Programs Assistant

Program Overview: Led by the Colorado Alliance for Environmental Education (CAEE), the Environmental Education Corps (eeCorps) AmeriCorps Program places AmeriCorps members at organizations throughout Colorado to focus on increasing environmental literacy for PreK-12 students and implementing the goals outlined in the Colorado Environmental Education Plan. eeCorps works directly with teachers, schools, and environmental education providers to support them in expanding reach and increasing impact of EE programming, while providing access to equitable learning experiences for all PreK-12 students. eeCorps members provide direct service to improve outcomes in Environmental Stewardship and Education. AmeriCorps provides opportunities to improve lives and foster civic engagement all across the country.

This position will be located at Dinosaur Ridge, in Morrison, Colorado. The mission of Dinosaur Ridge is to educate the public about, and ensure the preservation of, the natural and historic resources of Dinosaur Ridge, Triceratops Trail, and the surrounding areas. Our education program impacts include inspiring curiosity, wonder, and a personal connection to Dinosaur Ridge.

Service Position Summary: The Programs Assistant will assist with developing new education programs and updating and revamping existing onsite and virtual programs to maximize the impact and reach.

Essential Functions (Primary Responsibilities): eeCorps members engage with their Host Site organizations to develop, implement, and enhance programs, projects, and activities that will create progress towards eeCorps' and Dinosaur Ridge's goals. These duties include:

- **Development of one to two new interpretive programs in an audio tour format.** As a result of changes to operations during COVID, the Education staff created a successful new audio tour that has been a wonderful way for our visitors to observe, wonder and learn while walking our trail at their own pace and with their own groups. We would like to increase our reach and impact with this medium by developing a children's version, an audio tour for our second site at Triceratops Trail in Golden, and/or a Spanish language version of the current audio tour. Engaging audio tours will provide us with additional ways to inspire environmental stewardship and preservation of our unique outdoor sites.
- **Revamp our virtual "Ask a Paleontologist or Geologist" program.** Currently, K-12 teachers can select an earth science study topic of their choice and ask questions of one of Dinosaur Ridge's scientists. Questions and/or topics are submitted in advance and answers can be discussed with students in a live virtual session or a recorded video session. The Education Intern would develop specific short lessons on topics such as: dinosaurs of Colorado, fossilization, geologic

processes, preservation of geologic sites, rocks & minerals, ancient environments, recent dinosaur discoveries, or other dinosaur and geology-related topics.

- **Continue to develop and refine our new virtual education programs** to ensure that they are meeting our education impact goals.
- Attend all eeCorps AmeriCorps trainings and orientations.
- Complete all eeCorps required National Days of Service projects.
- Complete and submit all necessary eeCorps paperwork and reports by predetermined deadlines.

Marginal Functions (Secondary Responsibilities): Additional tasks include:

- Assist with implementing assessment/evaluation of new programs.
- Assist with special events such as Scout Day and Girl Scout Day
- Attend Education and All Staff meetings

Physical, Emotional, and Intellectual Demands:

- Ability to work in outdoor setting in various weather conditions for up to 4 hours.
- Able to carry/lift 50 pounds.
- Commitment to equity in education
- “People person” willing to engage with children, families and adults.

Desired Qualifications:

- Age 18+ required, age 21+ preferred
- 2-year Associates degree or 4-year Bachelors degree in science or environmental education with coursework in paleontology and earth science
- Geology or Paleontology coursework
- Bilingual in Spanish and English
- Minimum of 1 year of Interactive inquiry-based program delivery experience for school, family and adult audiences, preferably in an outdoor or non-profit setting
- Experience with delivering programs using virtual education formats including Zoom, Google Meet, and learning management systems
- Excellent public speaking and teaching skills
- Friendly and outgoing demeanor
- Organized and attentive to detail
- Excellent written communication skills
- Strong computer skills
- Team-oriented and consistently demonstrates positive values in work habits
- Ethic of national and community service and a strong desire to create positive change
- Ability to pass criminal history checks (required)
- U.S. Citizenship or lawful permanent resident status required

Term of Service: This is a Three-Quarter Time (TQT) national and community service position requiring, at a minimum, a total of 1,200 hours during the year (approximately 35 hours/week.) The position begins 8/23/21 and ends 5/20/22. Flexible hours are required, including occasional evening and weekend commitments. Member must serve on Days of Service that take place on certain national holidays throughout the year.

Training and Support Provided: eeCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable approved training and professional development.

Members will be supervised and supported by Erin LaCount, Education Programs Director, and Barbara Farley, Volunteer and Program Growth Director as well as by Erin Dreps, eeCorps Program Coordinator. The 2021-22 cohort of eeCorps members serving throughout the region will act as additional resources and support for each other.

Location and Service Conditions: This position is based at Dinosaur Ridge, 16831 W. Alameda Parkway, Morrison, CO. (Some service may also be performed at the Discovery Center at 17681 W. Alameda Parkway and Triceratops Trail in Golden, CO.

Benefits: Three-Quarter Time eeCorps members receive:

- A bimonthly living allowance of \$511.95. Taxes are deducted and the living allowance is distributed twice per month by direct deposit to the member's bank account.
- An education award of \$4,441.50 upon successful completion of term of service. It is possible to defer student loans while serving as an AmeriCorps member.
- Mileage reimbursement for travel to required trainings, days of service, and program sites
- Non-tangible benefits including extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need.
- Ability to participate in regional EE leadership councils; option to obtain CAEE's nationally-recognized Professional Environmental Educator Certification.

Diversity and Equal Opportunity:

Dinosaur Ridge is dedicated to the principles of equal opportunity. We prohibit unlawful discrimination against applicants on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes, as well as marital status, political affiliation, ancestry, and ethnicity. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, volunteers, interns, clients, vendors, consultants, etc.

The Colorado Alliance for Environmental Education (CAEE) recognizes the value of diversity and inclusiveness to advance environmental education. CAEE defines diversity in its broadest sense and welcomes everyone to the field of environmental education and the Alliance, including but not limited to people of all races, ethnicities, genders, gender expressions, sexual orientations, abilities, ages, national origins, socioeconomic status, religious affiliations, languages, and heritages.

If you are interested in applying to this position, please send your resume and a short cover letter outlining your interest in the program and commitment to national service to Erin Dreps, AmeriCorps Program Coordinator, at americorps@caee.org. Please include "AmeriCorps Dinosaur Ridge Application" in the subject line. Please also attach a list of three (3) references, and a diversity and inclusion statement that is no longer than one page in length.