



**COLORADO**

**Parks and Wildlife**

Department of Natural Resources

## Temporary Job Announcement

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

**START & END DATE:** August 30<sup>th</sup>, 2021–May 27<sup>th</sup>, 2022 (9 months)

**PAY RATE:** \$15–\$16/hr, 40 hrs/week, mostly Monday–Friday. Approximately 2 weekend days per month and multiple evenings required. Extensive overnight travel around Colorado required.

**LOCATION:** Staff must report to work in-person at the Colorado Parks and Wildlife office at 6060 Broadway, Denver, CO 80216.

**DEADLINE FOR APPLICATIONS:** July 18<sup>th</sup> 2021 or at 50 applicants. Applicants will be notified if they have been selected for an interview a few days after the closing date. Interviews will be held July 29<sup>th</sup> or 30<sup>th</sup>.

**JOB DESCRIPTION:** Schools and Outdoor Learning Environments (SOLE) is a program that connects 4<sup>th</sup> 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 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 up to 25 Family Fun Day weekend events and Family Nature Night evening events, including teaching at a station such as wildlife trivia, fish casting, or archery
- Training and scheduling volunteers at SOLE events
- Scheduling partner 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, history, or related field OR four years of experience post high school working with K-12 students
- Excellent teamwork, communication, and interpersonal skills

- Experience educating or working with K-12 students
- Comfortable with ambiguity and being flexible as projects adapt throughout the year
- Familiarity with Google documents
- 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 a resume, three references, and a 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.*

