



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: Schools and Outdoor Learning Environments (SOLE) Educator

START & END DATE: February 7th, 2022–November 7th, 2022 (9 months)

PAY RATE: \$15—\$16.25/hr, 40 hrs/week, mostly Monday–Friday. Multiple evenings required and frequent weekends required June–August. 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. Occasional work from home permitted after initial training.

DEADLINE FOR APPLICATIONS: December 24th 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 January 6th or 7th.

JOB DESCRIPTION: Schools and Outdoor Learning Environments (SOLE) is a Colorado Parks and Wildlife program that connects 4th grade students and their families across Colorado to the outdoors. This position focuses on educating students and their families through events such as family workshops, Family Nature Nights, supporting and facilitating professional development opportunities for teachers, virtual book clubs, and fishing clinics. Information about SOLE can be found at: www.cpwssole.org

The SOLE Educator will be responsible for:

- Leading and assisting up to 25 Family Nature Night evening events at schools, including teaching at a station such as wildlife trivia, fish casting, or archery
- Planning, marketing, and leading 4-5 family workshops throughout 9-month season
- Planning and facilitating SOLE teacher workshop
- Leading and assisting with other program components such as in-class programs, both in schools and virtually, and field trips
- 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:

Applicants should be able to demonstrate a combination of these skills through their professional or lived experiences.

- Bachelor's degree OR four years of experience post high school working with K-12 students
- Excellent teamwork, communication, and organization skills, both in lead and assist roles

- Experience educating or working with K-12 students
- Comfortable with ambiguity and being flexible as projects adapt throughout the year
- Familiarity with Google documents
- Ability to lift up to 50 pounds assisted and must possess valid driver's license
- Experience with graphic design through Adobe InDesign and use of online platforms such as Constant Contact preferred

HOW TO APPLY: Email a resume, three references, and a cover letter highlighting why you are interested in this position to wildlife.projectwild@state.co.us. Please note "SOLE Educator" in the subject line.

BENEFITS:

Temporary employees receive PERA (State employee pension program), and accrue paid sick leave, but do not receive medical insurance, paid holidays or paid vacation. Holidays or vacation days can be requested off but are unpaid. This position offers professional development and/or job shadowing opportunities.

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.

