



**2022-23 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.

Service Site Overview: This position will be located at Dinosaur Ridge in Morrison, Colorado. The mission of Dinosaur Ridge is to educate and inspire wonder in visitors of all backgrounds about the science and history of the fossils and natural resources found at Dinosaur Ridge, Triceratops Trail, and related paleontology sites. Dinosaur Ridge practices responsible stewardship with a strong commitment and urgency to preserve the fossils and natural resources for future generations.

Service Position Summary: The Programs Assistant will assist with developing new education programs, enhancing and leading existing onsite and virtual programs to maximize their 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, refinement, and implementation of several new virtual programs/lessons.
- Assist with leading and updating current onsite education programs to ensure that they are meeting our education impact goals.
- Track progress and collect evaluation data for program performance measures.
- Attend all eeCorps/AmeriCorps trainings, meetings, and orientations.
- Complete all eeCorps National Days of Service projects as required.
- Complete and submit all necessary eeCorps paperwork and reports by predetermined deadlines.
- Some local travel required and occasional statewide travel possible.

Marginal Functions (Secondary Responsibilities):

- Assist with implementing assessment/evaluation of new programs.
- Assist with special events such as Dinosaur Discovery Days and Scout Days.
- Attend Education Staff meetings.

Physical, Emotional, and Intellectual Demands:

- Ability to lead education programs on outdoor paved and gravel trails up to 3 miles in length and in other outdoor settings for up to 4 hours in variable weather conditions
- Able to carry/lift bins weighing up to 30 lbs filled with rocks, fossils and other program supplies (preferred, accommodations available)
- 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 geology, paleontology and earth science
- Proficiency in Spanish (or willingness to work with Spanish translation team)
- 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 creating and delivering programs using virtual education formats including Zoom, Google Meet, Jamboard, Padlet, and video editing software a plus
- Experience with educational technology including computers, digital cameras, microphones, document readers, digital microscopes, etc.
- 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 a minimum completion of 1,200 hours during the year (approximately 30 hours/week on average). The position begins August 15, 2022 and ends June 30, 2023. Flexible hours are required, including occasional evening and weekend commitments. Member may be required to 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 2022-23 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:

- A living allowance of \$12,000 distributed biweekly over the term dates. Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account.
- An education award of \$4,546.50 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 and program sites
- Non-tangible benefits include 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.

To Apply:

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, eeCorps 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.

**Note: Position will be filled pending grant award.*