



## SEEKING SEASONAL ENVIRONMENTAL EDUCATION PROGRAM SUPERVISOR/TEAM LEADER

**ENOR Environmental Discovery Camp** is a nationally recognized, award-winning educational program sponsored by the CSU Jefferson County 4-H program. ENOR has been in offering outdoor, hands-on learning experiences to 4<sup>th</sup> - 8<sup>th</sup> grade students for 49 years!

We are looking for dynamic, enthusiastic individuals to join our team. The ideal candidate must possess stellar customer service skills, be a supportive team player, and possess the ability to guide campers through learning in an experiential, hands-on way in a safe and caring environment.

**2023 Dates:** June 5 - July 14 (no camp the week of July 3<sup>rd</sup>-7<sup>th</sup>)

**Hours:** 7:30 a.m. - 4:30 p.m. daily, Monday - Friday

**Salary:** \$20/hour

**Positions hiring:** 4<sup>th</sup> & Middle School

[PROGRAM INFORMATION](#)



**POSITION PURPOSE:** Performs administrative and supervisory work in implementing environmental education programs on a seasonal basis through Colorado State University Extension in Jefferson County.

### **JOB RESPONSIBILITIES**

- Available for 5 weeks of employment.
- Provides leadership and organizes, coordinates, and implements environmental education programs, performs direct program supervision, scheduling and preparing daily activities and use of trails based on curriculum, lessons and philosophies developed by Colorado State University Extension in Jefferson County; performs weekly evaluations of the program and modifies programs as necessary to address deficiencies. Informs Camp Coordinator of program modifications and identified needs for curriculum updates; holds staff meetings for educators in program.
- Assigns, directs, and supervises activities of assigned seasonal educators, ensuring adherence to established policies, procedures and standards; and assists and advises team, as necessary, with integrity in thought, word and deed; resolving problems as non-routine situations arise; ability to lead a team with inspiration, encouragement, enthusiasm and respect.
- Administers or makes recommendations for routine personnel matters affecting team, including, training, assigning, scheduling, granting leave, appraising, and disciplining, etc. May assist with recruiting, interviewing, and hiring.
- Establishes and maintains effective relationships with field site personnel and the children and their families, building rapport and friendship; and maintains contact with parents and places calls to parents for children, when necessary.
- Administers medications, first aid or CPR, when necessary.
- Oversees daily transportation and communication with bus drivers to and from program sites; and oversees pick-up and drop-off sites and special mountain pick-up sites, ensuring the safety of participants.
- Leads daily opening and closing circles with program participants and staff.
- Performs administrative duties and compiles data for reports, as assigned, ensuring completion by specified deadlines and in accordance with established goals and objectives.
- Organizes, maintains, and monitors use of program equipment, including outdoor safety equipment, compasses, maps, first aid equipment, emergency tools, alarms, etc.; ensures that all equipment is properly stored and returned; and requests replacements as needed.

### **MINIMUM TRAINING AND EXPERIENCE**

- Must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H; and must have completed at least one of the following qualifications.
  - a. A four (4) year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, environmental education or a subject in the human services field.
  - b. Two years of college training and six (6) months of satisfactory and verifiable full-time or equivalent part-time or, paid or volunteer, experience since attaining the age of eighteen (18), in the care and supervision of 4 or more children.
- Previous experience building and leading a team preferable.

### **SPECIAL REQUIREMENTS**

- Possession of a valid driver's license issued by the State of Colorado.
- Certification in first aid, CPR, and Medication Administration by beginning of camp.

### **PHYSICAL REQUIREMENTS**

- Must be in good physical condition, able to hike moderate to difficult trails
- Ability to carry backpack packed with daily program equipment and supplies



### **TO APPLY:**

Email cover letter addressing the required and preferred job qualifications of the position, and resume to: [srmoore@jeffco.us](mailto:srmoore@jeffco.us)

See our [website](https://jeffco.extension.colostate.edu/programs/enor-environmental-discovery-camp/) at for more program information, or contact Sharon at [srmoore@jeffco.us](mailto:srmoore@jeffco.us) or 303.271.6637.  
<https://jeffco.extension.colostate.edu/programs/enor-environmental-discovery-camp/>



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