



Job Description

POSITION: Statewide Angler Education Assistant

JOB DESCRIPTION:

This is a temporary 9-month position working 40 hours a week. This position assists with Colorado Park and Wildlife's (CPW) Statewide Angler Education Program. It will be the main contact for around 75 volunteers and help plan fishing events and educational clinics along the Front Range. The applicant needs to be willing to work some weekends and evenings depending on when fishing clinics are scheduled. Highly desirable applicants will have experience with teaching or education and some interest in angling. Although the main focus of this position is angler education, there will be opportunities to get hands on experience with other education programs and projects throughout CPW. This position is a great fit for anyone interested in working in conservation, specifically if you are interested in volunteer management, outdoor education, and/or event coordination. The selected applicant will be required to have an annual fishing license.

Key duties include:

- Assist with and lead fishing clinics including ice fishing, fly-fishing, beginner clinics, and warm water clinics.
- Organizing equipment, assembling fishing rods, distributing equipment statewide, and repairing equipment.
- Coordinate volunteers for scheduled clinics.
- Post information about scheduled clinics online for participants and volunteers.
- Represent CPW with professionalism in all public events and forums.

START & END DATE: February 2024 – October 2024 (may be flexible)

PAY RATE: \$16-\$18/hr, negotiable, up to 40 hours per week, Mon – Friday, with some evenings and weekends

LOCATION: The majority of work will be done in person at the Colorado Parks and Wildlife office at 6060 Broadway, Denver, CO 80216 or on location at a fishing clinic. However, there is flexibility for this position to work remotely 1-2 days/week, when no events are scheduled.

WORK UNIT: Colorado Parks and Wildlife's (CPW) Education, Partnerships, and Volunteers section. Unit works to expand CPW's reach and influence through educational programs and work with partner organizations and volunteers.

DEADLINE FOR APPLICATIONS: January 21, 2024

MINIMUM REQUIREMENTS:

- Have reliable transportation
- Be flexible with work hours
- Strong communication and customer service skills (written and verbal)
- Excellent organization skills with attention to detail
- Ability to prioritize tasks
- Self-directed and motivated to be proactive in spending time effectively
- Proficiency with Microsoft Office and Google Apps programs

PREFERRED SKILLS:

- Experience teaching or leading educational programs
- Experience with event planning, management and execution
- Experience working with volunteers
- Knowledge of fishing tactics, basic knots, and techniques and a general passion for angling and outdoor recreation
- Familiar with Graphic Design including InDesign and Photoshop
- Fluent in Spanish

HOW TO APPLY:

Email cover letter and resume with "Angler Education Assistant" in the subject line to Andre.Egli@state.co.us

CPW is committed to fairness and equality of opportunity in the workplace. We are an equal opportunity employer and strive to create an environment that is inclusive, respectful, and equitable, and to employ the talents of people with different backgrounds, experiences, and perspectives to accomplish our mission. 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.