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| https://agency.governmentjobs.com/images/AgencyImages/3-28-2011%20co%20150.png | **STATE OF COLORADO** **invites applications for the position of:** **TEMPORARY Education Assistant – Denver** **This is a temporary position. Applications will be considered from residents and non-residents of Colorado.** |

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| **CLASS TITLE:** TEMPORARY AIDE |
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| **LOCATION:** Denver, Colorado |
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| **PRIMARY PHYSICAL WORK ADDRESS:** 6060 Broadway Denver, CO 80216 |
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| |  |  | | --- | --- | | **SALARY:** | $20.00 Hourly |  |  | | --- | | **FLSA STATUS:** Non-Exempt; position is eligible for overtime compensation. | |  | | **OPENING DATE:** October 6th, 2025 | |  | | **CLOSING DATE:** July 6th, 2026 | |  | | **JOB TYPE:** Temporary, 9 months | |  | | **DEPARTMENT INFORMATION:** | | https://secure.neogov.com/images/AgencyImages/jobposting/2027/jobpostings/image/DNR_logo_2019-05-06.png  **THIS IS A TEMPORARY POSITION (9 MONTHS OR LESS) - PAYING $20.00\_\_ PER HOUR  EMPLOYMENT STARTS 10/06/2025 THROUGH 07/06/2026.  To apply, please submit only your application (without attachments such as resumes or cover letters). This announcement will remain open until September 2nd.  You are encouraged to apply early.**  The mission of the [Colorado Department of Natural Resources](https://cdnr.us/Pages/DNRDefault.aspx#/start) is to develop, preserve, and enhance the state's natural resources for the benefit and enjoyment of current and future citizens and visitors.  In an effort to build diversity and inclusion we welcome applications from people of diverse backgrounds and abilities.   COLORADO PARKS AND WILDLIFE (CPW)  Our Mission is to perpetuate the wildlife resources of the state, to provide a quality state parks system, and to provide enjoyable and sustainable outdoor recreation opportunities that educate and inspire current and future generations to serve as active stewards of Colorado's natural resources. [Colorado Parks and Wildlife.](http://cpw.state.co.us/) | |  | | **DESCRIPTION OF JOB:** | | \_\_\_\_ Check here if this position will require the applicant to complete and submit a [Background Screening Questionnaire - comprehensive](https://drive.google.com/file/d/1BN1WW4I5iY41W4mJcFtQAUqIPrYaERq2/view?usp=sharing) (ex. Limited Commissioned Ranger positions). If checked, a NEOGOV notification is sent to applicants that contains this link and provides directions for applicants to submit their completed forms directly to you via email. This is disclosed to applicants in the announcement as “Must successfully complete and pass a comprehensive background check” to manage applicant expectations.  \_\_X\_\_\_ Check here if this position requires basic background screening (ex. positions involving cash handling, vulnerable populations (children, disabled, etc), and/or use of state vehicles. This is disclosed to applicants in the announcement as “Successful completion and passing of background screening may be required for placement in this position” to manage applicant expectations.  **POSITION DESCRIPTION:**  An education based position that assists the Education Coordinator with coordinating and running teacher workshops, and trainings (Project WILD, National Archery in the Schools Program), administrative duties (overseeing the Critter Crate Program), staffing booths at outreach events and assisting agency staff and volunteers as needed.   * Oversee the Critter Crate program and prepare Project WILD workshops * Schedule, facilitate and attend environmental education programs and outreach events * Recruit, schedule and compile materials for volunteer projects and programs * Respond to inquiries from the general public, agency staff and volunteers on all facets of the education program * Answer incoming calls, handle questions from the general public and direct to appropriate staff * Work on general office duties filing, organizing and updating education materials and files * Organize work and storage space areas as needed * Assist with interpretive exhibits. * Assist with equipment support and maintenance for outreach efforts. | |  | | **MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**  Previous experience in environmental education and working with the public required. | | **BASIC REQUIREMENTS:**     * *Must be 18 years of age or older (generally 16, 18, or 21)* * *Must have a current & valid drivers' license or reliable transportation OR Must have a current & valid driver’s license required for operating a state vehicle* * *The work-site will provide some uniform items, however the employee may be required to purchase limited uniform items at their own expense.* * *Applicants may be subject to the successful completion of a comprehensive background check.* * *Must be willing and able to work up to 40 hours per week.* * *Must be available to work evenings, weekends and holidays.* * *Preference may be given to applicants with or working towards a Natural Resources degree or similar education.* * *Possess strong interpersonal communication skills to deliver excellent customer service.* * *\_1\_ year(s) of professional experience in environmental education preferred.* * *Basic computer skills required (MS Office Suite, Google App Suite)* * *Ability to work with limited supervision and work well within a team.* * *Must be willing and able to work outside which may involve inclement weather.* * *Must be able to lift up to 50 pounds repeatedly during the course of a workday.* | | SUPPLEMENTAL QUESTIONS   * *Do you have prior Colorado Parks & Wildlife work experience?*    + *Yes*   + *No* * *Please describe why you’re interested in working for Colorado Parks & Wildlife:*   + *[Text box provided for text answer]* * *Please select which areas of experience your work history includes:*   + *Education*   + *Public Speaking*   + *MS Office Suite (Word, Excel, PowerPoint, etc)*   + *Google Application Suite (Gmail, Drive, Sheets, etc)* * *Are you a student or have you graduated within the past 3 years?*   + *Yes*   + *No* * If yes, please describe your program or degree * *[Text box provided for text answer]*   *Do you have prior experience with environmental education*   * *Yes* * *No* * *Please describe how your work experience translates to your ability to successfully perform this position’s job functions:*   + *[Text box provided for text answer]* | |