



Environmental Learning Center

Job Title:	Educator – 2021-2022 academic year
Employer:	Colorado State University Environmental Learning Center
Job Status:	Part-time, academic year
Compensation:	~\$13.50/hour
Application deadline:	Positions will remain open until filled. Application reviews will begin on March 12. Applications will be reviewed every week. We encourage you to submit an application as soon as possible as positions fill quickly.
Application process:	Email a current resume, cover letter, two references (name, relationship, contact information; letters not necessary), and responses to the questions below to nicole.stafford@colostate.edu or on Handshake. Please respond to each of the following – <ul style="list-style-type: none">- What activities/organizations are/have you been involved with at CSU or within the community?- Describe your motivation for applying for this position.- Identify and describe 3 traits or skills that you would bring to this position.
Job description:	Environmental Learning Center (ELC) Educators are responsible for planning and implementing environmental education programs for a variety of audiences including public, private and home school groups, scout groups, and families. Most of our programs take place on our 212-acre property located in east Fort Collins. Programs cover a range of topics including insects, ecosystems, and river morphology. Educators work together to write age-appropriate, inquiry-based programs that range from 1.5 to 8 hours. When teaching, educators generally work with groups of 10-12 students. Educators are responsible for modeling enthusiasm and curiosity for nature and learning, as well as ensuring that program participants feel comfortable, safe, and engaged. Educators are responsible for communicating with parents, teachers, group leaders, co-workers and supervisors. Educators assist in all aspects of the operation of a small non-profit including office assistance, grant-writing, evaluation, and site-upkeep. During the academic year, educators generally work an average of 8-12 hours per week, though some weeks will require more hours and others less.

About the CSU ELC:

The CSU ELC is an outreach program housed within the Warner College of Natural Resources. Our mission is to inspire and educate people to connect with and become stewards of our natural world. We operate as a learning-lab; aside from our program coordinator and our director, all of our employees are CSU students interested in gaining experience in environmental education and communication. Our student educators plan and facilitate all of our programs, a majority of which serve a K-12th grade audience.

Major responsibilities:

- Plan age-appropriate, inquiry-based, hands-on lessons
- Communicate in a timely and professional manner with program contacts including teachers, chaperones, and other adult leaders
- Communicate in a timely manner with supervisors and co-workers
- Attend and actively participate in weekly staff meetings
- Facilitate safe, educational, fun and meaningful experiences for program participants
- Model enthusiasm for nature and learning
- Attend and actively participate in staff workshops
- Assist in the office during scheduled office hours
- Help maintain our East Drake site
- Facilitate meaningful experiences for education volunteers
- In general, be a team-player

To be eligible to apply, you must:

- Be a full-time student for the Fall 2021 and Spring 2022 semesters
- Have a GPA of 3.0 or higher
- Have current CPR/First Aid certification (child and adult) by the start date (August 2021); the ELC does not pay for the time or cost of these certifications
- Have reliable personal transportation (bicycles count!)
- Be passionate about the environment and have a strong desire to create change through education

Desired skills and abilities:

- Experience working with elementary aged children (in an outdoor environment is a plus)
- Experience planning lessons, activities, or events
- Strong communication skills with adults and children
- Knowledge of the local environment (e.g., flora, fauna, ecosystems)

Desired behavioral traits and attitudes:

- Enthusiastic and friendly personality
- Passion for the ELC's mission
- Team-player, fun, outgoing, motivated, dependable, creative, organized, resourceful, and flexible
- Hard-working with a positive attitude