



Rocky Mountain Conservancy

FIELD INSTITUTE

Rocky Mountain Conservancy-Field institute Position Description

Position Title Educational Bus Guide	Reports To Education Director
Dates of service June-September, 2018	Department Field Institute
Salary range \$12-\$14 per hour	Department Breakout 100% Field Institute

General Purpose: This position is responsible for researching, preparing and presenting natural and cultural history bus tours to the general public in Rocky Mountain National Park. The Educational Bus Guide will be responsible for driving a 14 passenger mini-bus or 11 passenger van including cleaning, washing, gassing and performing regular light maintenance checks on each vehicle. In addition there will be occasional office days that the Educational Bus Guide may be asked to answer phones, take phone registrations, input data (computer) or assist with other routine office tasks.

Essential Duties/Responsibilities

- 1) Plan and lead themed educational tours in Rocky Mountain National Park which include information on both the cultural and natural history of the area.
- 2) Safely drive a 14 passenger mini-bus or 11 passenger van.
- 3) Wash, clean, gas and conduct regular light maintenance checks on each tour vehicle.

Other Duties/Responsibilities

- 1) Assist with office tasks such as answering phones, taking tour/class registrations, giving information to the public, cleaning office spaces, entering computer data, and other duties as assigned.

Supervisory Duties: None

Job Qualifications

Knowledge, Skill and Ability: This position requires the ability to work well with many types of people in both office and field based situations. Ability to develop and present educational programs is required and knowledge of the cultural and natural history of Rocky Mountain National Park is preferred. Organizational skills, attention to detail, and the ability to work both in a team environment and independently are essential. Guides must be 21 years of age or older with a valid driver's license and clean driving record.

Education or Formal Training: A four-year bachelor's degree in a science or education related field is preferred and an interest in stewardship of public lands is required for this job. Use of a personal computer, with knowledge of Word and Excel, may be needed. Candidates must have a current first aid/CPR certification or higher by report to duty date.

Experience: This position requires experience in outdoor/environmental education. Other high priorities include a positive attitude, flexibility and adaptability, timely follow-through, and excellent communication skills, all of which must be confirmed by prior experience.

Material and Equipment Directly Used: The position requires the infrequent use of computers, printers, fax machines, copiers, telephones and audio-visual equipment, including slide projectors, televisions, DVD's and LCD projectors.

Working Environment/Physical Activities: Some bus tours will take place at high elevations for extended periods of time. Short walks on the tundra and other park trails are required and the candidate must be able to stand for intermittent periods of time while providing information at scheduled stops.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

To Apply: Please send resume, cover letter and 3 references to

Rachel Balduzzi- Education Director for Rocky Mountain Conservancy

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