



## ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

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### JOB OVERVIEW

**Position Title:** Diversity Internship Cohort Coordinator

**Reports To:** Rocky Mountain National Park - Continental Divide Research Learning Center – Director, and Rocky Mountain Conservancy - Director of Administration

**Position Type:** Full Time (40 hours/week), Year-Round for up to Two Years

**Compensation:** \$23.25/hour

**Promotion Potential:** No

**Benefits:** Health, Dental and Vision insurance, 401k plan eligible after 1-year, gear and uniform provided

**Dates:** Starting April 15, 2021

### JOB DESCRIPTION

**Position Summary:** The Internship Coordinator will work as a member of the Rocky Mountain Conservancy staff and work directly as a part of the Continental Divide Research Learning Center (CDRLC) team at Rocky Mountain National Park. The Internship Coordinator will lead the planning and implementation of the Rocky Mountain National Park Diversity Internship Cohort Program. The Internship Coordinator will be responsible for recruitment of diverse interns, and developing and implementing an internship cohort which includes a variety of trainings, professional development, and networking opportunities for interns working in Rocky Mountain National Park. Additionally, the Coordinator will seek funds to continue to provide internships, opportunistically work with the crews in the field, update supervisor on program progress and status, help resolve any intern concerns, and providing partnership support between the interns and the agency supervisors. The position is primarily office-based, however it may require heavy physical labor for extended periods of time in the field.

#### Essential Duties/Responsibilities

1. Develop and implement a diversity internship cohort program
2. Develop curriculum/lesson plans for a variety of trainings, professional development, and networking opportunities

3. Plan, organize, and facilitate trainings/education on a variety of topics including safety, National Park Service operations, career navigation, resume writing, interviewing, etc.
4. Plan, organize, and facilitate networking and mentorship opportunities for program participants.
5. Participate and help facilitate intern orientation and onboarding
6. Model appropriate judgment and leadership skills for interns and participants
7. Serve as a mentor to intern and program participants
8. Conduct regular meetings with interns and RMNP staff
9. Administer internship paperwork
10. Report regularly to the RMC Administrative staff
11. Support the physical and emotional well-being of all program participants
12. Adhere to Rocky Mountain Conservancy Staff Handbook
13. Adhere to Rocky Mountain National Park policies and laws
14. Enforce rules and regulations as specified by Rocky Mountain National Park, Rocky Mountain Conservancy, State and County for Covid-19 safety and risk management

### **Other Duties/Responsibilities**

Internship Coordinator will:

1. Attend Rocky Mountain Conservancy staff meetings, as schedule allows
2. Support other CDRLC projects and initiatives as schedule allows

### **REQUIREMENTS**

1. Must be a US Citizen, US National, or Lawful Permanent Resident Alien of the US
2. Must pass the National Sex Offender Public Registry and criminal history check defined as no positive hits on the NSOPR and no history of violent offenses on the criminal history check
3. Must have a valid driver's license and clean driving record (Driver's License background check required).

### **JOB QUALIFICATIONS**

#### **Knowledge, Skill and Ability**

1. Ability to work with youth interns (age 18-35) from a diverse set of backgrounds
2. Ability to develop education,
3. Ability to clearly and effectively communicate written and orally
4. Sound judgment and ability to model and implement policies and procedures in the field and office
5. Strong organizational skills, ability to work independently, and self-motivated
6. Appropriate risk management skills

7. Ability to lead groups of diverse youth (ages 18-35)

### **Computer Skills**

1. Must have basic computer skills and be competent with Microsoft Office applications.
2. Other programs including Adobe Creative Suite (InDesign, Photoshop, etc) and ArcGIS preferred.

### **Education or Formal Training**

1. Prefer Bachelors or Advanced Degree. Equivalent experience may be substituted.

### **Experience**

1. At least one year of experience working with youth and young adults from diverse backgrounds.
2. Prior experience organizing events, developing lessons, and giving presentations or lessons to wide audiences.
3. Experience recruiting diverse youth.
4. General knowledge of natural and cultural resources, facility management, and/or interpretation and education.

### **Material and Equipment Directly Used**

1. Daily use of NPS vehicles
2. Daily use of a government computer
3. Periodic use of film and photography equipment

### **Working Environment/Physical Activities**

1. Work is primarily office based and requires use of a computer, sitting, standing, and focusing for extended periods throughout the day
2. Work may require regional and local attending job fairs, trainings, and events
3. Work will have limited field work which includes walking and working on steep or uneven terrain; lifting of up to 30 pounds; carrying a 25 lb. backpack up to 5 miles; and working in extreme weather conditions

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

### **TO APPLY:**

Submit a resume, cover letter, and a minimum of three professional references to **scott\_esser@nps.gov**

**APPLICATIONS REVIEWED ON A ROLLING BASIS,  
DUE NO LATER THAN Sunday April 11, 2021**