

ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Field Institute Coordinator

Reports To: Education Director

Department: Education

Position Type: Non-Exempt, Full Time, Year Round

Compensation and Benefits: \$20/hr. - \$24/hr.

- Benefits plan available. This includes, but not limited to Medical, Vision, Dental, Short-Term Disability, 401k plan eligibility after 1-year, Paid Holidays as well as sick and vacation hour accruals.

Potential for Advancement: Yes

JOB DESCRIPTION

This position is responsible for assisting the Field Institute Education Director with duties related to the growth and continued success of the Field Institute. Specifically, leading educational classes and bus tours for the Field Institute Program and various Rocky Mountain National Park programs, including Environmental Education/Interpretation and other National Park Service divisions.

Essential Duties/Responsibilities

1. Manages the daily operations of the Field Institute courses, including scheduling and assisting the Education Director in oversight of the Field Institute instructors.
2. Processes course online registration and database.
3. Assists class instructors and educational tour guides in implementing programs when needed.
4. Answers questions for customers and visitors via phone, email, and other digital platforms.
5. Writes news articles, social media posts and blogs, and assists with other marketing tasks such as staffing outreach booths, distributing flyers and meeting with community partners concerning the Field Institute program.

Other Duties/Responsibilities

1. Answers the phone and directs calls as needed.
2. Manages two 14-passenger mini-bus and 11-passenger van tour vehicle schedules and maintenance.
3. Other duties as needed.

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.

1. Ability to develop and present educational programs required.
2. Knowledge of the cultural and natural history of Rocky Mountain National Park preferred.
3. Organizational skills, attention to detail and the ability to work both in a team environment and independently required.
4. Positive attitude, flexibility, adaptability, timely follow-through and excellent communication skills preferred.
5. Must be between the ages of 21 and 70 years of age with a valid driver's license and clean driving record.

Computer Skills

Basic social media platforms including Facebook and Instagram. Working knowledge of current Microsoft Office applications and data entry required. Ability to learn new computer programs.

Education or Formal Training

Bachelor's Degree in a science or education-related field preferred. Bilingual in Spanish preferred. Current first aid/CPR certification or higher required, or able to acquire.

Experience

1. Demonstrated experience in outdoor/environmental education.
2. Demonstrated writing experience, including customer correspondence.
3. Demonstrated experience in accurate and efficient data entry.
4. Demonstrated verbal communication related experience.

Requirement

Must be fully vaccinated against Covid-19 (Coronavirus) unless approved for a qualified exemption due to documented medical reasons or sincerely held religious beliefs.

Material and Equipment Directly Used

Position requires the use of computerized equipment, telephones, other typical office equipment, as well as audio-visual equipment, including slide projectors, televisions, DVD players and LCD projectors. Driving a 14-passenger bus and 11-person van is required.

Working Environment/Physical Activities

Weekend and evening hours are required. Ability to sit for extended periods of time required. Off-site engagements required at times. Field work including leading hikes on unpaved trails for many miles with a potentially heavy pack.

NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR QUALIFICATIONS ASSOCIATED WITH THE JOB.