



## ENVIRONMENTAL INSTITUTE DIRECTOR

**General Description of Responsibilities:** The EUREKA! is seeking a dynamic individual to further the educational growth of learners in our community while outside of the four walls in a traditional classroom. The EUREKA! Environmental Institute Director is responsible for the creation, oversight, administration, and implementation of engaging science based outdoor education and recreation programs for learners of all ages, focusing on K through 12<sup>th</sup> grade students.

Full-time or part time exempt

Location: Grand Junction with travel across Colorado and Western US

Full time compensation: \$40,000-\$47,000 /year plus benefits including paid leave, health insurance, and retirement plan

### DUTIES AND RESPONSIBILITIES:

#### **Instructional Responsibilities**

- Develop and write high-quality NGSS aligned outdoor recreation lesson plans for Environmental Institute camps, field trips, and special events
- Deliver / teach lessons that provide students with meaningful, hands-on learning experiences
- Effectively manage student behavior
- Maintain an engaging, fun, safe, and secure environment for students
- Prepared for intensive programming during summer season

#### **Project Work**

- Enthusiasm, initiative, and dedication to learn and create curriculum
- Assist with marketing strategies and scholarship outreach
- Budget trips beforehand and run cost analysis post trip
- Assist the Communications and Development Coordinator to prepare grant applications to support underserved youth

#### **Leadership & Teamwork**

- Hire, train, and manage Environmental Institute staff team
- Strong communication, leadership, and team building skills
- Provide outdoor recreation and risk management oversight
- Perform work independently and in a team environment
- Ability to prioritize tasks and assign daily duties to other staff members
- Demonstrated ability to manage time, workload, and stress in a fast-paced environment

### **Public Relations Responsibilities**

- Engage and interact with program participants and parents in a positive and professional manner
- Utilize effective written and oral communication techniques when communicating with customers on the phone, via email, and in person
- Dress and act in a professional manner when interacting with customers
- Develop and maintain new partnerships with other non-profits, government entities, and local organizations
- Manage permits on public lands
- Comfortable speaking in front of large and small groups

### **Safety**

- Adhere to and enforce EUREKA!'s safety policies, procedures and practices to ensure the safety of program participants and staff
- Assist with training staff on risk management practices associated with outdoor recreation / backcountry travel
- Act as incident commander should an emergency arise on a camp or other off-site EUREKA! program and complete incident reports

### **Training and skills**

- Attend trainings, orientations, and meetings as necessary
- Maintain skills and abilities to effectively carry out all job functions
- Knowledge of and demonstrated skill in a variety of outdoor recreation activities, including, but not limited to mountain biking, camping, hiking, backpacking, rock climbing, rafting, snowshoeing, fly fishing, stand up paddle boarding, canoeing, skiing
- Comfortable knowledge of the Western Slope and surrounding area / routes for outdoor activities

### **QUALIFICATIONS AND ADDITIONAL INFORMATION:**

- Bachelor's Degree or higher in STEM, Outdoor Recreation / Education, Parks & Recreation, Kinesiology, Sports Management, or other related field (Master's preferred)
- Experience leading outdoor recreation trips (3 years or more)
- Experience working with students (5 years minimum)
- Experience supervising employees (2 years minimum)
- Preferred current river guide, climbing guide, AIARE, or equivalent
- Maintain a valid Wilderness First Responder or equivalent certification
- Must have a successful outcome on a background check
- Must have a current Covid-19 immunization record
- Must have a current First Aid/CPR certification

- Must have a valid driver's license and be able to drive larger vehicles including, but not limited to, 12-passenger van, 14 passenger bus, trailer, CDL not necessary
- Organizational, attention to detail, analytical, and problem-solving skills
- Working knowledge of Google Docs and MS Office is desirable
- This position is full time or part time with benefits including paid leave, retirement, and health insurance, depending on agreed hours schedule
- Applicant must be available to take several week-long trips, sometimes multiple weeks in a row
- Must be willing to work an established schedule in the office and occasional weekend or evening hours
- The position uses a computer, phone, climbs stairs, and spends time hiking, climbing, biking, and floating in remote settings outdoors. Must be able to maneuver, lift and carry materials, packages, and supplies up to 35lbs.

The EUREKA! McConnell Science Museum does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, or status as a protected veteran. This policy applies to the entire duration of employment or possible employment. EUREKA! is an equal opportunity employer.

To apply, please submit your resume, cover letter, and a list of three references (name, email, phone, relationship, and date of relationship) in one document with the title "Last Name\_EIDirector\_2021" to [jmoore@eurekasciencemuseum.org](mailto:jmoore@eurekasciencemuseum.org) by 10pm Nov 21<sup>st</sup>. Please no phone calls.