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## ENVIRONMENTAL INSTITUTE EXPEDITION DIRECTOR

General Description of Responsibilities: The EUREKA! Environmental Institute Expedition Director is responsible for the creation, oversight, administration, and implementation of various science based outdoor education and recreation programs for people ages 1-99, focusing on 4<sup>th</sup> through 12<sup>th</sup> grade students. The incumbent will develop the Environmental Institute for Leadership and Stewardship which will deliver educational content in outdoor environments.

### ***DUTIES AND RESPONSIBILITIES:***

- Instructional Responsibilities
  - Develop and write high-quality NGSS aligned outdoor recreation lesson plans for all Environmental Institute camps, school groups, and no school day camps
  - Create program supply lists for lessons that are within budget expectations and submitted by the deadline
  - Set up, prepare, and track assigned instructional space, instructional supplies, and outdoor recreation equipment
  - Deliver / Teach lessons that provide students with meaningful, hands-on learning experiences
  - Teach safety procedures and ensure that participants adhere to safety expectations
  - Effectively manage student behavior
  - Present age-appropriate information in a clear and concise manner and while incorporating the various learning styles (auditory, kinesthetic, visual)
  - Maintain an engaging, fun, safe, and secure environment for students
  - Assist in packing, unpacking, and cleaning gear before and after expedition trips
  
- Leadership & Teamwork
  - Must be a team player who takes on leadership roles and responsibilities
  - Demonstrate initiative and ensure that quality outdoor recreation instructional lessons and customer service is provided
  - Provide outdoor recreation and risk management oversight to STEAM Interns and participants associated with Environmental Institute camps
  - Perform work independently and in a team-based environment supporting EUREKA!'s vision, mission, and values
  - Ability to prioritize tasks and assign daily duties to STEAM Interns and other EUREKA! staff
  
- Project Work
  - Develop and grow the Environmental Institute and its respective camps to be a robust hub of outdoor science programs in both the local Grand Junction community and the larger Colorado / Western U.S. community

- Assist with updating existing programs and content as needed
  - Plan upcoming programs / camps to grow the Environmental Institute Program
  - Review completed camps to maintain best practices and modify procedures as necessary
  - Plan appropriate trip routes and hiking routes that contribute to science based outdoor learning as well as follow EUREKA!'s safety policies
  - Assist with marketing strategies for the Environmental Institute
  - Use Microsoft Excel to budget trips beforehand and run cost analysis post trip
  - Plan and prepare the menu for trips, helping students cook their meals while on expeditions
  - Assist the Communications and Development Coordinator to identify and prepare grant applications to support Environmental Institute programs
- 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
    - Be available to represent EUREKA! when requested (e.g., at fundraisers, community events, outreaches)
    - Develop and maintain new partnerships with other non-profits, government entities, and local organizations
- Safety
    - Adhere to and enforce EUREKA!'s safety policies, procedures and practices to ensure the safety of program participants and staff
    - Create and develop important standard safety protocols and a risk management plan for EUREKA! Expedition Camps
    - Assist with training STEAM Interns and other EUREKA! staff on risk management practices associated with outdoor recreation / backcountry travel
    - Observe, document and report unsafe situations to a supervisor
    - Participate in safety training and respond to emergencies in an effective and appropriate manner that is consistent with common safety practices
    - Act as incident commander should an emergency arise on a camp or other off-site EUREKA! program
    - Complete accident/incident reports as required
- Training & Professional Development
    - 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
    - Assist with training/mentoring of Environmental Institute Assistant Instructors, STEAM Interns and other EUREKA! staff
    - Maintain a valid Wilderness First Responder, Outdoor Emergency Care, or equivalent certification
    - Keep current in best outdoor recreation / education practices and principles

- Education, Experience, & Formal Training
  - Bachelor's Degree or higher in STEM, Outdoor Recreation / Education, Parks & Recreation, Kinesiology, Sports Management, or other related field
  - Experience leading outdoor recreation trips
  - Experience working with youth (ages 5-18) is preferred
  - Experience supervising employees is preferred
  - Preferred current river guide, climbing guide, AVY I, or equivalent certifications
  
- Additional Knowledge, Skills, & Abilities
  - Must be able to drive larger vehicles including, but not limited to, 12-passenger van, 14 passenger bus
  - Hiking and backpacking expertise required, and at least one of the following preferred: Rock Climbing, Mountain Biking, Rafting, Snow Sports
  - Comfortable knowledge of the Western Slope and surrounding area / routes for outdoor activities
  - Comfortable speaking in front of large and small groups
  - Enthusiasm and dedication to learn and create curriculum
  - Professional written and oral communication skills
  - Organizational, analytical, and problem solving skills
  - Attention to detail
  - Ability to take initiative
  - Working knowledge of Microsoft Word, Excel, and PowerPoint
  - Ability to present outdoor recreation content in an engaging way with a diverse population of learners
  - Ability to recognize and respond appropriately to safety and security issues

***ADDITIONAL INFORMATION:***

- Employment for the Environmental Institute Expedition Director will begin early 2020 depending on applicant availability
- This position is full time with benefits including paid leave and health insurance
- Applicant must be available to take several week long trips, sometimes multiple weeks in a row
- 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
- Applicants must have successful outcomes on a criminal background check
- Applicants must have a valid driver's license and a clean driving history

Receipt Acknowledged \_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature Date

**ATTACHMENT A**  
EUREKA! McConnell Science Museum  
Organizational Chart

