

Outdoor Education Program Assistant Job Description

Position

Lincoln Hills Cares is seeking energetic and passionate outdoor education-oriented individuals to serve our growing outdoor education program. This position will be responsible for assisting with facilitating outdoor education and recreation programs with youth organizations and school groups. The ideal candidate will have a well-rounded background in educational environments and working with youth. The position is part-time/seasonal from mid-May to August, with other possible opportunities in the spring and fall.

Responsibilities

- Assist with assigned daily program operations and implementation of curriculum.
- Actively engage with a diverse population of youth.
- Become a brand ambassador and representative of programming services offered.
- Monitor the care and maintenance of any equipment and facilities.
- Display model behavior and maintain open lines of communication.
- Ensure the health and safety of participants.

Preferred Qualifications/Requirements

- Previous experience working with and managing youth.
- Must be able to work with populations with diverse economic, social, racial and cultural backgrounds.
- Prefer backgrounds related to a wide range of environmental topics.
- Ability to collaborate and be part of a team, as well as work independently, take initiative, self-direct, and overcome challenges in a fast-paced environment.
- Ability to plan, organize, prioritize and multi-task.
- Flexible, proactive, adaptable and able to work in a fast-paced, changing environment.
- Desire to contribute to non-profit work.
- Ability to stand for extended periods of time, as well as other basic physical skills.

Additional information

- Flexible schedule during summer
- 25-40 hours per week from 9 am – 3 pm
- Bilingual (Spanish) candidates encouraged to apply
- Must have a driver's license and reliable transportation

Pay Range: \$12 - \$15 hourly, depending on qualifications, including drive time.

How to Apply

Lincoln Hills Cares is an Equal Opportunity Employer and has a strong commitment to cultural competence. We welcome and encourage inquiries from people of all backgrounds. Please send a cover letter and resume to Gaby at gaby@lincolnhillscares.org with the subject line "Program Assistant".

About Lincoln Hills Cares

Lincoln Hills Cares is a 501(c)(3) nonprofit that creates unforgettable Colorado experiences for youth by forming a connection to cultural history, science, technology, art and environmental conservation. The program imparts knowledge, encourages thinking and empowers youth who may not otherwise have the opportunity, due to economic, social or family circumstances.

