



PO Box 7067, Denver, CO 80207 | 303.447.1076 | www.CottonwoodInstitute.org

Temporary Independent Contracted Field Instructor

Location: Denver Metro / Arvada Gear Pick-up

About Cottonwood Institute

Cottonwood Institute (CI) is a 501(c)3 non-profit that provides environmental education and service learning programs for middle and high school students. Our mission is to connect underserved students to the natural world and empower them to take action to improve their schools, the community, and the environment for future generations. CI partners with local middle schools, high schools, and youth organizations to connect students to the outdoors through environmental education and service learning projects. We run programs in Boulder, Denver, and Aurora and trips throughout the Colorado Front Range.

Contract Description

Cottonwood Institute is looking for inspiring and passionate field instructors to lead 1-5 day contracted camping programs throughout the year. Programs include: Leadership and Teambuilding Overnights, Endangered Wolves Project, and CAP classes. CI partners with local schools and youth organizations to connect students to the outdoors through low impact camping and service-learning projects. Most programs are based in close proximity to roads throughout the Front Range, however, several programs venture into more backcountry areas throughout Colorado.

Responsibilities and Expectations:

- Attend annual Cottonwood Institute Instructor Training (early August 2019)
- Oversee risk management during programming activities and be responsible for the safety of all participants and volunteers.
- Follow CI Emergency Action Plan and Risk Management protocol identified in CI Risk Management Plan.
- Communicate clearly with CI Administration, Co-instructors, and Partner Organizations.
- Conduct yourself in a professional manner at all times.
- Attend pre-course meeting and packing with instructors and program staff to discuss the program schedule and main activities.
- Drive students to and from sites and occasionally lead volunteer drivers with maps and good directions.
- Facilitate groups of teens (and/or adults) in the field and create a physically and emotionally safe space for participants to experience themselves and the natural world.
- Model impeccable camping, leadership, communication, and expedition behavior skills to the group and other instructors.
- Implement assigned service projects when applicable.
- Manage food, cooking groups and outdoor kitchen.
- Record experiences with pictures, video, and participant quotes.
- Complete post program logistics: return gear and rental vehicles, complete program paperwork, write blog post for the CI website, attend a post-program reflection meeting with co-instructors and program administration.

Minimum Qualifications

- Must be 21 years or older.
- Current certification in Wilderness First Aid and in CPR or ability to obtain (Wilderness First Responder preferred)
- Valid drivers license, good driving record, and competency driving 15 passenger vans.

Required Competencies

- **Outdoor Trip Leading Experience:**
 - Competent using and maintaining camping gear and equipment.
 - Understanding of group camping and group field logistics with teens.
 - Experience leading, instructing, or teaching teens in the outdoors including: outdoor cooking, Leave No Trace (LNT), backpacking, and general wilderness living skills.
- **Communication and Teamwork:**
 - Outstanding people skills, ability to work well with adults and teens.
 - Written and verbal skills in English primarily for emailing and scheduling with multiple people.
 - Willingness to be flexible with changing conditions and program demands.
- **Cultural Awareness:**
 - Experience working with students from a variety of cultural and economic backgrounds, including under-resourced neighborhoods.
 - Understanding of inclusion, equity, and diversity and interest in furthering this work personally and within the organization.
- **Passion for education and the environment!**
 - Excitement for blending service-learning, environmental education, and outdoor education to craft and implement powerful programs.
 - Passion for connecting with teenage students and empowering change.
 - Personal environmental ethic and awareness.

Preferred Competencies

- **Spanish Language:**
 - Fluency with speaking and writing Spanish to communicate with parents of participants.
- **Environmental Education Expertise:**
 - Extensive toolbox of trip leading, teambuilding, and teen leadership skills.
 - Experience teaching primitive survival skills.
 - Experience in the field of environmental education, implementation, and evaluation of successful programs.
- **Leadership:**
 - Team oversight and/or management experience.
 - Ability to take initiative, including assigning tasks to others.
 - Experience giving and receiving direct feedback.
- **Local Knowledge:**
 - Familiarity with Denver-metro area, urban, and Front Range trails.
 - Knowledge about local flora, fauna, and environmental issues.

Compensation: This is a temporary independent contractor position. Contracts are picked up as schedules permit. Compensation will be based on experience ranging from \$75-\$150/field-day.

Specific scheduled trips are available seasonally.

To Apply: Send cover letter, resume, and contact information for three professional references to madeline@cottonwoodinstitute.org Contracts open until filled.