

2022-2023 Yearlong Fellowship Job Description

Organization:	Catamount Institute
Organization City/Primary Work Location:	Colorado Springs
Website URL:	https://www.catamountinstitute.org/

Organization Mission Statement (and any other relevant information you feel would be helpful to understanding the organization):

Catamount Institute’s mission is to connect kids to the outdoors. We strive to develop ecological stewards through education and adventure. We provide a variety of summer and winter camps, school field trips, in school learning, and after school clubs, that use outdoor education and adventure activities with Colorado Department of Education Standards to enhance student's lives, classroom learning, and sense of ecological conservation.

Fellowship Overview

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Primary responsibilities will be to work with the School Programs Director, to support the education programs of the Catamount Institute. Support will be for programs of daily field trips, YES Club, Outdoors Schools and camps.

This position will be:

In person

A typical week as a PIFP fellow in our office will look something like this:

Most weeks will be from 8:30 am 4:30 pm. Depending on the time of year, the fellow will spend roughly equal amounts of time teaching programs and working in the office. There will be occasional Saturday and evening work events

What support or professional development can the fellow expect from their supervisor, the team/staff, or the organization?

Fellows will work with seasoned staff of environmental educators to hone their skills. They will also have the ability to attend several local and statewide conferences and be

supported to participate in a wide range of seminars. They will have monitored goals, monthly check in and bi-annual performance reviews

Additional benefits offered to the fellow:

Fellowship Details

Primary Responsibilities:

Program

- Facilitate youth outdoor environmental science education programs by teaching, preparing and developing lessons, securing volunteers and locations.
- Serve as a positive mentor and coach to all students and volunteers to ensure high quality programming
- Teach one YES Club and assist with other youth programs as directed
- Develop relationships with K-12 school teachers and administrators and other service providers
- Regularly prepare reports on program(s)
- Keep current on Education Standards in the State of Colorado and adjust lessons as needed

Personnel and Resource Coordination

- Collaborate with School Programs Director in leadership, recruitment, hiring, training, management, and oversight of YES Club Teachers, volunteers and work study interns as applicable, including in-person meetings.
- Regularly meet, in person, with the School Programs Director and Executive Director to review education program
- Share management of transportation training for interns, scheduling, vehicle maintenance and repair schedule for Catamount Institute's two 15-passenger vans

Training

- Attend Trainings and seminars as directed to maintain or attain relevant knowledge and certifications needed to support the educational programs

Communications/Marketing/Finance

- Collaborate with staff to develop annual marketing, partnership, funding and public relations plan for programs
- Serve as an ambassador at community tabling events as assigned. Community events could be at night or on the weekend
- Provide program descriptions and information for publications and website
- Research and write grants for the education program

All other duties as assigned

Through this fellowship, you will build capacity in our organization by:

Since we're a small organization, the yearlong PIFP will be as much a part of the education team as all the other employees and they will be responsible for similar amounts of work. They will teach regularly on many of our programs, help with various

tasks around the office, and will likely have a main role that they take on as their responsibility to fulfill (such as program evaluation, marketing, ect.).

The ways in which you will contribute to societal systemic change during this fellowship:

Environmental education helps to determine the future health of our planet's ecosystems by instilling in children an ethic of responsibility and respect towards the natural world. One of the goals of our organization is to teach children to carry into adulthood an ethic of environmental stewardship that will empower them to protect our planet against harm. The PIFP will directly contribute to this goal by teaching children on our programs. They will be our "boots on the ground," interacting with children face-to-face in order to carry out our mission.

If applicable: You might also engage in direct service and impact your community in the following ways.

The PIFP will be a member of the education team, which means they teach on most of our programs. They will be interacting with children in our community, teaching them how they can connect to and help to care for our local ecosystems.

Required qualifications/skills:

- * Experience working with youth in schools and/or outdoors as a volunteer, intern, staff, or professional.
- * Flexibility in response to current and emergency situations and to shifts/changes in program responsibilities.
- * Self-starter, ability to take initiative and without direct supervision sometimes during stressful situations.
- * Must be comfortable living and working in the outdoors including tent camping and outdoor cooking.
- * Energetic, dedicated, and able to become involved in all aspects of our programs.
- * Current first aid and CPR certifications.
- * Strong commitment to youth and learning.

Preferred qualifications/skills:

What skills/competencies will fellow learn/enhance during this experience?

As an educator and sometimes a team leader on our programs, they will learn and hone their teaching skills. These skills include lesson/activity planning, curriculum building, classroom management techniques, communication with other teachers, and any other skills necessary to plan and carry out a series of educational programs with 3rd party organizations (mainly schools). They will also learn the skills associated with their

specific role, so as the leader of program evaluation, for example, they would learn how to develop and implement questionnaires and interviews, how to analyze and display data, and how to communicate tasks to their coworkers.

Advice and Application Follow-up

Our advice for those who apply:

Working outdoors takes endurance and flexibility, and working with kids is its own set of challenges. However, connecting kids to nature is extremely rewarding, important, and satisfying work. The days are filled with constant hilarity and sweetness as well as chaotic, stressful moments. Never forget to stay positive and remember that you are changing lives and helping the planet in doing so! The kids of today inherit the earth and its problems so the more positive experiences in nature they have, the more prepared and willing they will be to be better stewards of the land than past generations.

Additional information applicants should know about the organization and/or this position:

As you know, COVID-19 is still prevalent and most likely will continue to be so in 2022-2023. We've been able to run our programs during 2021, but the frequency with which we do so in 2022 is always subject to change given the constantly evolving nature of the pandemic. Staff members are required to wear masks at all times during programs.

Supplemental question to be answered in your application if interested in this fellowship: