



Fellowship Job Description

Organization name (and applicable abbreviations): CONCRETE COUCH

Organization City (primary work location): Colorado Springs, CO (1100 S. Royer Street, 80903 and 702 E. Boulder Street, 80903)

Website URL: www.concretecouch.org

Organization Mission Statement (and/or any other relevant information you feel would be helpful to understanding the organization): To work with kids and community groups to create public art, to build community and to create environments and experiences that humanize our world.

Anti-Discrimination Statement/Policy:

Article I: Purpose

The purpose of this policy is to set forth the company's position on employment discrimination.

Article II: Policy

This policy defines Concrete Couch's position on discrimination. This policy applies to all Concrete Couch employees and contractors.

II.a. Concrete Couch follows an equal opportunity employment policy, and employs personnel without regard to race, creed, color, religion, national origin, sex, sexual orientation, age, physical or mental handicap, veteran status and martial status.

II.b. This policy applies to internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors and customers, use of contractors and consultants, and dealing with the general public.

Supervisor Name: Caitlin Hannigan (She/Her) caitlin@concretecouch.org

Supervisor Title: Education Director at Concrete Couch

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? Yearlong Fellowship

Job Title: Program Instructor

Job/Role Overview: Colorado College Fellow will spend next year (10 months) working with Concrete Couch helping design, teach and lead various creative programs and projects.

Primary Responsibilities/Job Duties:

- Assist in classes including general art and design, mosaic, ceramics, construction, science, landscaping, and other skills (Concrete Couch will offer training in these skills and agrees to provide adequate training).
- Assist with setup and cleanup for programs, projects, and events
- Build involvement in Concrete Couch programs through outreach
- Represent Concrete Couch in various ways including attending events on behalf of Concrete Couch
- Expected to respond to communication from other staff members within 24 hours.
- Attend Concrete Couch's weekly staff meeting (Mondays 1.5-2 hours)
- Have weekly meeting with supervisor (Caitlin Hannigan, Education Director)

Duration of Fellowship (number of weeks): 50 weeks

Average hours per week: 30 hours/ week

Describe the on-site vs. remote expectations of this position (if hybrid, please include percentage of in-person/remote): **On-site (80%)**--> All programs, events, projects are in-person, staff meeting is in-person
Remote (20%) → outreach can be done remotely

Are there any specific expectations regarding remote work of which the fellow should be aware (e.g., fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in)?

Fellow will need to live in Colorado Springs area (or be able to easily commute to Colorado Springs area)

Fellow will need to have some sort of transportation (can be bike or e-bike)

Fellow will need to have their own cell phone.

Describe what a typical week as a PIFP fellow in your office might look like:

Concrete Couch has a variable schedule because of the multitude of projects and programs we work on during the year. PIFP fellow will always have a staff meeting Monday morning, and at the staff meeting, Steve Wood or Caitlin Hannigan will ask which programs/projects they wish to work on and projects/programs could include working with school groups, our regular land programs (Monday-Citizen Science, Tuesday-Trail Building, Wednesday-Tree Care/Fab Lab, Saturday-Grab Bag/2nd Saturday Sustainability Skill Share. Other tasks (varying week to week) will be going to schools and other organizations, attending meetings to help organize, plan and teach programs.

Besides assisting with and later in their fellowship leading programs, fellow will be expected to help organize, setup and cleanup from programs/projects.

Over the 30 hours per week, Fellows can expect that approximately 6-8 hours of that time will be on outreach which can be done remotely.

Pay per hour: \$18.50

Additional benefits offered to the fellow:

Concrete Couch offers period staff retreats and trainings. Retreats and trainings are paid time and include: visiting other art and environmental organizations in Colorado, teaching technique trainings from local experts, and if fellow is interested, trainings on working in the nonprofit sector including grant writing. Concrete Couch will help facilitate and pay for trainings.

Fellow will get training from Concrete Couch staff on: using tools (drills, hammers, shovels, pickaxes, saws, etc)

Fellow will have the opportunity to learn skills like: welding, ceramics (hand building clay objects and using ceramic pottery wheel, etc.

The Fellowship Experience

Through this role, the fellow will build capacity in this organization by:

Fellow will help develop programs for Concrete Couch. The fellow will help build community by facilitating programs and projects with people. Through their work with Concrete Couch, the fellow will develop connections to the Colorado Springs community. Through their work with Concrete Couch the fellow will be able to share their skills and knowledge to help expand the people Concrete Couch work with and the projects and programs Concrete Couch facilitate within the Colorado Springs community.

The fellow will contribute to societal systemic change during this fellowship by:

Concrete Couch is a community build organization. For over 20 years we have worked with different groups including Colorado Springs schools, senior citizens, veterans, people with different abilities, LGBT+ community and more to add creative projects and teach valuable skills. While working with Concrete Couch the Fellow will learn how to guide people from various backgrounds to work together, add art, gardens, storage sheds, benches and other fun projects to the community and continue to help community members grow their skill set. Some examples of Concrete Couch's projects include: the playground at Helen Hunt campus, the pumpkin on Vermijo Ave and Nevada, the mosaic mural at Penrose Library and hundreds of more projects.

The fellow may also engage in direct service and impact the community in the following ways:

The Fellow will be working within the community. They will be helping build trails for the community, they will be helping create public art, they will be helping build structures various groups, and schools might need (for example storage shed, benches, labyrinth in a school playground). They will work with groups from diverse backgrounds and teach them skills like using tools and more that will continue to be useful in later life. Each year, Concrete Couch projects add around \$60,000 value to the community and the Fellow will be helping add that value to the community.

Please provide specific examples about how the fellow might enhance their career readiness during this fellowship in the 2-3 most relevant areas:

Concrete Couch will provide many opportunities to develop **critical thinking**. Organizations and groups will come to us with a specific project in mind, for example painting a mural. While working on this project the Fellow will need to be able take the information of what the organization wants, with various factors including: space that the group wants mural in, budget, time frame, materials and supplies needed and help work with the group to create a do-able mural.

Any projects and programs offers Concrete Couch staff members lots of time to improve their **teamwork** skills. All of our projects and programs work with groups and people need to collaborate together to be successful. For example, with our trail building program, to move concrete, and create a stable trail people have to communicate with each other, and share ideas and make share they are working safely, stop and check-in with each other as they work so that the trail does not go the wrong direction, end up too steep or other problems.

Concrete Couch expects all staff to be leaders. It is an organization that recognizes people all have unique skills and backgrounds and allows staff to use those skills and backgrounds to develop their own projects/programs which they will run with help and support from coworkers. For example, a new staff member wanted to lead painting a mural program. Coworkers helped the staff fundraise for the project, talk through the design and analyze what materials and supplies they

would need for the project, but the new staff member learned how to instruct a group to work together, plan, communicate to a group, coordinate schedules and other skills. Concrete Couch ensures **all staff will get a chance to lead** whether it is in art, science, construction, history, story telling, community meals, an event or party to celebrate a holiday or other idea someone wants to do.

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

Concrete Couch will offer a Fellow support, training and staff development training over their time with Concrete Couch. The first 1-2 months at Concrete Couch is a training period for any new staff. During the first months, Concrete Couch staff will train the Fellow about using tools safely, where materials and supplies are, what the protocol is for projects/programs etc. The fellow will always work with a supervisor on programs and projects until the Fellow and the supervisor feel comfortable they can lead/facilitate a project/program by themselves, but a majority of programs/projects will have at least 2 staff working with them.

For professional development the Fellow will be expected to meet with a supervisor at least 2 times a month to discuss goals, expectations, progress, what they still wish to learn, areas they are successful and/or need improvement.

Concrete Couch does staff retreats and staff development trainings including: teacher training and exploring other organizations in Colorado. Fellows will be invited to join these retreats and training and all retreats and trainings are paid time.

Qualifications and Expectations

Required qualifications/skills/expectations:

Be over 18 years old

Be able to physical activities including trail work and construction

Preferred qualifications/skills/expectations:

Have experience teaching

Background studying art or science

Good communication skills

Advice for applicants considering this fellowship:

Concrete Couch is a community build organization with diverse opportunities to learn skills and work with a wide scope of the community. Concrete Couch is focused on building a unique and creative community, so if you're interested in helping build Colorado Springs into a fun, unique, creative space we'd love to have you work with us!

Applicants interested in this fellowship should answer the following supplemental question on their interest form: *No question submitted*