

## Fellowship Job Description

**Organization name:** Catamount Institute (CI)

**Organization City:** 740 W Caramillo St. Colorado Springs, CO 80907

**Website URL:** [www.catamountinstitute.org](http://www.catamountinstitute.org)

**Organization Mission Statement:** Connecting kids to the outdoors through outdoor learning and adventure.

**Anti-Discrimination Statement/Policy:** Catamount Institute is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, sexual orientation, gender expression, color, religion, national origin, disability, genetic information, military status or any other applicable status protected by state or local law. Further description is explained in our Employee Handbook and will be given upon hiring.

**Supervisor Name:** Billy Kinn

**Supervisor Title:** Director of Education

## Fellowship Overview

**Will this be a Summer or Yearlong Fellowship?** Yearlong

**Job Title:** Environmental Educator Fellow

**Job/Role Overview:** Facilitate and support Catamount Institute programs through outdoor education, program component support, curriculum design, collaboration, fundraising, and evaluations.

**Primary Responsibilities/Job Duties:** Lead and support all Catamount Institute pre-k through 12<sup>th</sup> grade programs. Programs include but are not limited to, summer camp, field trips, after-school clubs, homeschool enrichment weekend events, and occasional overnights. The PIFP Fellow will be a positive youth teacher and mentor to all students to ensure high-quality programming. Additionally, they will lead the evaluation process and procedure data collection for CI.

**Duration of Fellowship** (number of weeks): 12 months (52 weeks)

**Average hours per week:** 40

**Describe the on-site vs. remote expectations of this position** (if hybrid, please include percentage of in-person/remote): This position is on-site/ in-person.

**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)?  
Not applicable.

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

The PIFP will collaborate with the leadership team and environmental educators to prepare, plan, and facilitate all outdoor programs. Catamount Institute programs are year-round and intended to be outdoors. Each week the PIFP will facilitate programs they are assigned to and time manage additional tasks and preparation needs accordingly. Between June- August, they will continue to collaborate with the team to facilitate weekly summer camp programs.

**Pay per hour: \$16.50**

**Additional benefits offered to the fellow:** Paid time off, sick time, health insurance stipend for qualifying staff, and holiday time off.

## The Fellowship Experience

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

- Being a core educator allows program directors more time to plan, budget, and develop next year's programs
- Facilitating the crucial task of completing annual program data collection and analysis to gauge program success and areas to improve
- Provide unique perspectives and skills to aid in program design and direction
- Implement effective, place-based, boots-on-the-ground environmental education and natural recreation programming with co-workers and solo
- Support the day-to-day functions and decision-making that keep us moving forward and progressing

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

Our current society's systems have caused ongoing planetary destruction, inadequate and inequitable education, increasingly fragmented and isolated communities, and youth mental health crises of epidemic proportions. Environmental and outdoor education's explicit goal is to change this paradigm. Research shows:

-people who are connected to nature at a young age are more likely to act, vote, and start careers with the interests of the natural world in mind.

-equal access to hands-on, engaging, and practical science education leads to better critical thinking and informed decision-making.

-time spent outdoors, even minutes a day, can have positive impacts on mental health

-time spent outdoors with peers and family can bring community members closer together

Through our programs, we aim to change the current system and aid the shift to one that is sociologically, economically, and environmentally sustainable for all.

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

- Provide meaningful, positive experiences for youth
- Aid in conservation and citizen science projects (with the kids)
- Be a role model and mentor to our local youth
- Inspire and educate our communities' children
- Provide a safe space for LGBTQIA+ youth interested in the outdoors
- Aid in providing programming for historically marginalized communities
- Contribute to the success of a 25-year-old local 501(c)3 charity

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

- **Communication:**
  - Communicate information to youth through EE lessons and programs
  - Communicate with peers and staff to ensure program goals are being met
  - Communicate with leadership to provide feedback
- **Teamwork:**
  - Work closely with the team to collaborate and communicate to ensure program goals are met
  - Work closely with the team to support and adapt to situations as needed (sick, weather, and/or any change of plans)
  - Work closely with the team to ask for help and seek clarification as needed regarding curriculum, logistics, change in plans, and/or emergency situations.
- **Critical Thinking:**
  - Challenged to adapt and execute any situation in a “learning setting” (group management, weather changes, plans/logistics changes)
  - Challenged to reflect and problem-solve roadblocks to providing a positive experience to students
  - Challenged to observe, report, and take action when aspects of the job are not being met caused to internal or external impacts.

**What support or professional development can the fellow expect from their supervisor, other staff, or the organization?** All of the above and more. The fellow will go through an onboarding process that prepares them on what is expected from a Catamount Institute Environmental Educator. This includes, but is not limited to training on how to be an effective outdoor educator, trusted adult, youth mental health, and a mandatory reporter. These trainings are facilitated by in-house staff and partners in the community.

### **Required qualifications/skills/expectations:**

- Experience working with youth in schools and outdoors
- Adaptable and energetic, quick learner
- Ability to collaborate and communicate effectively
- Commitment to youth learning
- Comfortable working outdoors including in all different weather conditions
- Treat all people from all walks of life with equity
- Understand and accept the established, mainstream, modern scientific consensus
- Clean background check (able to work with youth)
- Ability to comfortably hike ~3 mi while facilitating a youth program.
- Have relevant educational experience and accreditation. Educational background can include but is not limited to Natural Resources, Outdoor Recreation, Education, Biology, Child Psychology, etc.
- Operate with proficiency in Google Workplace Suite, Microsoft Workplace Suite, and digital photography
- Ability to positively and professionally represent an organization to the public

### **Preferred qualifications/skills/expectations:**

- First Aid & CPR Certified
- Self-starter and passion for community engagement
- Fundraising and/or event experience

### **Advice for applicants considering this fellowship:**

This fellowship is a highly unique experience in a small, niche yet growing field: Environmental Education. The aspects of the position require someone who is flexible, open-minded, hardworking, and a good communicator. At Catamount Institute we prioritize teamwork, supporting our staff, and serving our community in the most effective way possible. This comes with as many rewards as it does challenges. We tackle environmental, sustainability, social, and economic challenges in our community and beyond. The learned skills and experiences the fellow will have working at the Catamount Institute will be useful and impactful in their personal and professional development and support them in any field of work.

### **Applicants interested in this fellowship should answer the following supplemental question on their interest form:**

- Do I enjoy being outside?
- Do I like working and communicating with youth, ages 3 – 23?
- Am I an effective communicator or willing to improve this skill?
- Am willing to problem solve, take initiative, and be a team player?
- Will the intangible aspects of the job be enough to motivate me to do difficult tasks, have difficult conversations, and challenge myself? (i.e. Supporting youth, supporting the community, supporting our environment, and growing personally and professionally)