



## Environmental Learning for Kids

### Position Description

**Job Title:** Education Coordinator for Community Programs  
**Location:** ELK Office, 12680 Albrook Dr. Denver, CO 80239

**Reports To:** Program Manager  
**Status:** Fulltime, exempt

**Compensation:** This is a full-time position with a salary of \$55,000 plus benefits described below.

**To Apply:** Please email a cover letter, resume, and three references to Emily Hertz, ehertz@elkkids.org. Applications are accepted on a rolling basis. Job post will be open until filled.

### Background

Environmental Learning for Kids (ELK) is a local nonprofit that creates a sense of belonging, self-discovery, and adventure in the outdoors for underrepresented young people of color and their families, transforming youth into environmental stewards and trailblazers that promote equitable outdoor access, sustainable practices, and community uplift. ELK programs introduce, immerse, educate, and mentor youth ages 5-25 and their families to Colorado's natural resources and science-related careers. Most return year after year to join ELK's community of learners. ELK offers a mosaic of programs that serve as stepping-stones for young leaders and engaged environmental stewards of today and tomorrow.

### Job Summary

The Education Coordinator is responsible for the development and implementation of ELK's on-site programming at the ELK Education Center and Montbello Open Space Park. ELK's on-site programming and activities provide equitable access to the outdoors, STEM learning, and community building to far northeast youth and families. This position is responsible for creating and facilitating hands-on environmental education and outdoor programming, and building strong relationships with ELK's youth, families, and communities. This position works directly with their fellow Education Coordinators to provide programming and support for our year-round youth and families. This role is related to ELK's core mission of cultivating a diverse community of leaders and environmental stewards by increasing outdoor equity. This position is Tuesday – Saturday and requires some evening work responsibilities.

### Major Duties and Responsibilities

#### Development and Implementation of Programs at the ELK Education Center – 70% of employee's time

- Develop and lead on-site programs at the ELK Education Center for all Community Education Programs.
- Responsible for creating and updating educational content within the ELK Education Center (EC).
- Coordinates with interns, Student Coordinator, Urban Rangers, and other ELK staff to deliver high quality science and environmental education lessons.
- Creates and maintains all educational program calendars (Activity Schedule and online Programs Calendar) with outlined ELK activities. Ensure the Activity Schedule is updated quarterly and is available both printable and web-based; includes Denver Youth Naturally (DYN), Learning Environmental Activities for Families (LEAF), Youth in Natural Resources (YNR) and ELK EC Events.
- Responsible for building genuine relationships with youth and their families.

- Responsible for student retention in ELK's year-round programs through regular communication, check-ins, and program invitations. This includes maintaining communication with ELK participants via postal mail, electronic mail, telephone calls, text messages, signal vine, and social media (Instagram, etc.), to inform them of upcoming program details and logistics; some of this work may occur outside of normal work hours.
- Supports on-site schools and community programs.
- May supervise Student Coordinators and/or interns as opportunity arises.
- Assists in the evaluation of Community Education Programs through various evaluation tools i.e., surveys, focus groups, interviews, etc. and carefully tracks and reports program data, evaluation, and assessment results to the ELK Program Manager.
- Assists and supports all ELK educational programs including Youth in Natural Resources, Urban Rangers, and School-based Programs.
- Supports the management of new students and/or families registration into ELK; ensures that all participants have completed paperwork on file.

#### **Community Leadership and Outreach – 20% of the employee's time**

- Responsible for community partnerships, collaborations, and relationships (Montbello Organizing Committee, The Lounge, Montbello 2020, Montbello Library, Struggle of Love, etc.)
- Maintains relationship with and leads coordination with DPR (Denver Parks & Recreation) contacts for the building and Open Space in coordination with People and Operations Manager.
- Responsible for planning, organizing, and hosting community events at the ELK Education Center and Montbello Open Space Park.
- Attends community meetings and builds/fosters strong connections within the far northeast community (for example: Northeast Metro Coalition – Great Outdoors Colorado [GOCO]). Responsible for attending meetings and submitting reports and/or needed updates.
- Contributes to a positive, productive, workplace through open communication, problem solving, sense of humor, and dedication to achieving ELK's goals and mission.

#### **Administrative and Building Support – 5% of the employee's time**

- Responsible for ELK fleet management – which includes registration, maintenance, cleaning, monthly checks, etc.
- Serves as Program team representation on Building Committee, a committee that helps maintain the education center and the Montbello Open Space Park.

#### **Marketing and Fundraising Support – 5% of employee's time**

- Assists in efforts to obtain long term funding for programs. This includes helping generate and marketing earned income activities, helping prepare grants, community outreach, and partnership development.
- Assists in the timely completion of marketing and reporting materials, maintaining digital photo library and testimonials from participants about programs, and contributes to the ELK website, newsletter, and social media sites.
- Builds and fosters strategic partnerships, community outreach/marketing, and distribution of information about ELK and our programs to schools, associations, nonprofits, government agencies, and the general public through publications, presentations, and public speaking engagements.

#### **Other duties as assigned.**

- In addition to your regular responsibilities, all staff are expected to participate at some level, in organizational priorities including helping in certain fundraising efforts, taking part in, and

leading some administrative and operational processes, and committing to our organizational efforts around equity & inclusivity.

### **Required Qualifications**

*Education:* Bachelor's degree in Education, Environmental Science, Natural Resources, Zoology, Wildlife/Aquatic Biology, Natural Resource Management, or equivalent degree and/or candidates with 2-3 years equivalent programmatic job experience are encouraged to apply.

- Experience building genuine relationships with racially and socioeconomically diverse youth and families.
- Previous work experience working with youth 8-14 years old and/or families.
- Experience working on a team and developing good team relationships with coworkers, board, volunteers, and key stakeholder groups.
- Interested in outdoor experience programs, field-based projects, and camping.
- Strong commitment to the values of Justice, Diversity, Equity, and Inclusion.

*Other Requirements:* CBI/FBI Background check required. Valid driver's license and clean driving record required.

### *Preferred Knowledge, Skills, and Abilities:*

- Experience delivering informal education programs through in-school, after-school, or summer camp programs.
- Experience instructing outdoor recreation activities in urban and/or wilderness settings.
- Interest in outdoor experience programs, field-based projects, and camping.
- Excellent presentation and communication (written and oral) skills to effectively communicate with diverse audiences; ability to proficiently read, write, and converse in Spanish is a plus.
- Must be able to proficiently use Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- The ability to be flexible, adaptable, to learn quickly, and function effectively in a fast-paced and time-sensitive environment.
- High level of professionalism, discretion, and commitment to maintaining confidentiality.
- Experience and familiarity with the far northeast Denver community.
- Experience with event implementation and planning.
- 1-3 years of environmental or science education, youth development, and/or related experience or training.

### **Benefits**

- Subsidized Medical, Dental, Vision, insurance for the employee.
- Optional participation in Flexible Spending Account.
- Optional participation in group retirement plan with discretionary match.
- Generous Vacation, Sick, and Personal leave.
- Cellphone stipend.
- Professional Development opportunities.