



2022-23 Environmental Education Corps
CSU SPUR Position Description

CSU Spur Education Associate

Program Overview: Led by the Colorado Alliance for Environmental Education (CAEE), the Environmental Education Corps (eeCorps) AmeriCorps Program places AmeriCorps members at organizations throughout Colorado to focus on increasing environmental literacy for PreK-12 students and implementing the goals outlined in the Colorado Environmental Education Plan. eeCorps works directly with teachers, schools, and environmental education providers to support them in expanding reach and increasing impact of EE programming, while providing access to equitable learning experiences for all PreK-12 students. AmeriCorps members serving with the eeCorps provide direct service to improve outcomes in Environmental Stewardship and Education. AmeriCorps provides opportunities to improve lives and foster civic engagement all across the country.

Service Site Overview: This position will be located at CSU Spur in Denver, CO. There's nowhere in the world like CSU Spur. CSU Spur is home to real science and research, and opens its doors to welcome visitors to see it all happen! From field trip opportunities to summer camps, to services open to the community, CSU Spur is a place for all.

A day at CSU Spur has something for all ages — it's a laboratory, veterinary clinic, market, museum, art studio, classroom, garden, innovation center...all in one!

Service Position Summary: The individual in this role will support the development, creation and delivery of an outreach program focused around food systems, agriculture, and riparian ecosystems and water conservation for prek-12th grade audiences.

Essential Functions (Primary Responsibilities)

eeCorps members engage with their Host Site organizations to develop, implement, and enhance programs, projects, and activities that will create progress towards eeCorps' and CSU Spur's goals. These duties include:

- Develop, plan, coordinate, lead, deliver, and evaluate STEM outreach programming for preK-12th grade audiences with an emphasis on food systems, agriculture, riparian ecosystems, and water conservation. Programming developed can include virtual options, in person, and learning kits for classrooms.
- Support the development of a marketing plan to communicate outreach programming with school audiences in partnership with the communications team.
- Support the development of participant evaluation and assessment tools in partnership with the education team.
- Support the organization of an outreach registration system in partnership with the education team.

- Create a Train the Trainer model to ensure programming developed can be implemented by education staff, volunteers, and student hourly employees.
- Support delivery of programming for prek-12 and multigenerational audiences at CSU Spur.
- Collect, document, and report quantitative and qualitative impact data for quarterly progress reports and monthly impact statements.
- Serve as an ambassador to volunteers by providing leadership and guidance as appropriate.
- Track progress and collect evaluation data for eeCorps performance measures.
- Attend all eeCorps/AmeriCorps orientations, meetings, and trainings.
- Complete any eeCorps required National Day of Service projects.
- Complete and submit all necessary eeCorps paperwork and reports by predetermined deadlines.
- Some local travel required and occasional statewide travel possible.

Marginal Functions (Secondary Responsibilities):

- Engage students and multigenerational visitors through exhibit interpretation, including interpreting procedures, demonstrations, and scientific research happening throughout the buildings at CSU Spur.
- Support outreach efforts and school programming as needed.
- Maintain classroom spaces, materials, and educational facilities.
- Collaborate with Education team to ensure programmatic details are organized.

Physical, Emotional, and Intellectual Demands:

- Utilize interpretation techniques to communicate effectively in noisy, crowded situations.
- Adapt to unexpected situations.
- Ability to stand for extended periods of time.
- Live veterinary procedures are occurring regularly at CSU Spur. Comfort around blood and bodily fluids preferred.
- Flexibility and an openness to learn and try new ideas and experiences is highly encouraged.
- Excitement to meet and engage with community members including educators, school groups, volunteers, and multigenerational audiences.
- Able to maneuver and carry boxes to load outreach materials into vehicle.
- Commitment to equity in education.

Qualifications:

- 2 years' experience working with children, families, and multigenerational audiences, which may include working in schools, informal education, or customer service.
- Demonstrated experience in public speaking or public demonstrations.
- Available to serve a diverse weekly schedule, including evenings, weekdays, and weekends.
- Proficient in Microsoft Office (PowerPoint, Outlook, Word, Excel)
- Ethic of national and community service and a strong desire to create positive change
- Ability to communicate effectively both verbally and in writing; computer literate
- High school diploma or GED required
- Ability to pass criminal history checks required
- Reliable transportation and proof of auto insurance required
- U.S. Citizenship or lawful permanent resident status required
- Spoken/written English proficiency is required. Ability to communicate with program constituents in both Spanish and English is preferred.

Term of Service: This is a full-time national and community service position requiring a minimum of 1,700 hours during the term (approximately 40 hours/week). The position begins August 22, 2022, and ends July 28, 2023. Member may be required to serve on Days of Service that take place on certain national holidays throughout the year.

Training and Support Provided: eeCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable approved training and professional development. Members will be supervised and supported by Adrienne Sedlak, CSU Spur Education Manager, as well as by Erin Dreps, eeCorps Program Coordinator. The 2022-23 cohort of eeCorps members serving throughout the region will act as additional resources and support for each other.

Location and Service Conditions: This position is based at CSU Spur, 4817 National Western Drive, Denver, CO 80216.

Benefits:

- A living allowance of \$16,502 distributed biweekly over the term dates. Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account.
- Housing is available (single occupancy room on site), if needed. No pets are allowed in the living facility. Onsite parking may not be included and may be the responsibility of the member (approximately \$50/month).
- Health insurance
- Child care assistance, if eligible
- An education award of \$6,495 upon successful completion of term of service.
- It is possible to defer student loans while serving as an AmeriCorps member.
- Mileage reimbursement for travel to required trainings and program sites.
- Non-tangible benefits include extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need.
- Ability to participate in regional EE leadership councils; option to obtain CAEE's nationally-recognized Professional Environmental Educator Certification.

Diversity and Equal Opportunity: CSU Spur shall not discriminate against any employee, volunteer or program participant on the basis of race, sex, color, ethnicity, creed, religion, national origin, citizenship, ancestry, age, disability, political affiliation, gender, sexual orientation, transgender status, gender identity, gender expression, marital, parental, veteran or military status, political service, or membership, participation or association with any employee organization. We provide equal employment and volunteer opportunities to all individuals based on relevant qualifications and abilities.

The Colorado Alliance for Environmental Education (CAEE) recognizes the value of diversity and inclusiveness to advance environmental education. CAEE defines diversity in its broadest sense and welcomes everyone to the field of environmental education and the Alliance, including but not limited to people of all races, ethnicities, genders, gender expressions, sexual orientations, abilities, ages, national origins, socioeconomic status, religious affiliations, languages, and heritages.

To Apply:

If you are interested in applying to this position, please send your resume and a short cover letter outlining your interest in the program and commitment to national service to Erin Dreps, eeCorps Program Coordinator, at americorps@caee.org. Please include "AmeriCorps CSU Spur and Education

Associate Application” in the subject line. Please also attach a list of three (3) references, and a diversity and inclusion statement that is no longer than one page in length.

**Note: Position will be filled pending grant award.*