



BOYS & GIRLS CLUBS
METRO DENVER



Make a Difference for Kids

Helping Kids. Building Communities.



Boys & Girls Clubs of Metro Denver (BGCMD) is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse and committed workforce. Our staff are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

Outdoor Education Coordinator – Program Support Center

Club/Office Location: Program Support Center

Job Description:

The Outdoor Education Coordinator (Coordinator) will report to the Health and Outdoor Manager and work closely with one other Coordinator to plan, supervise and implement a variety of high-yield activities and targeted programs with a focus on outdoor education, healthy living, recreation, and stewardship.

The Coordinator will develop activities and curriculum, including FOSS Science courses which will be delivered through a variety of programs for members of all ages, at all Clubs. The Coordinator must facilitate partnerships that support premier Colorado experiences such as hiking, archery, mountain biking, fishing, leave no trace, skiing, snowboarding, snowshoeing, astronomy, geology, National and State Parks exploration, environmental stewardship, and other nature based education. The Coordinator will be responsible for working with Club employees to recruit and retain youth for the outdoor programs and meeting pre-established attendance and graduation goals. The Coordinator will also work as a part of a team to manage annual operating budgets.

Specifically, the Coordinator will be responsible for:

- Helping Club members to make appropriate choices about their education, career, social, physical and emotional needs as it relates to health and their interaction with the Colorado environment from their backyard to the backcountry.
- Assess the developmental needs, interests and characteristics of youth to develop targeted programs that result in an outcome-driven club experience.
- Create opportunities for youth to explore and obtain careers in natural resources, field internships, and job opportunities.
- Develop and train Health and Outdoor Education employees.
- Establish other funding streams to support outdoor education programs and experiences for Club members beyond Great Outdoors Colorado Funding; this will include working on Coalitions, attending leadership conferences, working with supervisors and resource development team to identify grant opportunities and donor generation.
- Implementing task or project specific directives from supervisor.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.

- Conducting and maintaining Outdoor Education inventory and purchase/care of materials.
- Participating in ongoing professional development.
- Work with Club employees to ensure that goals of programs are met and program participation is calculated and recorded.
- Upkeep of all program areas and BGCMD vehicles
- Write grant reports, track outdoor education participation at Clubs, and develop marketing materials.
- Maintain Pertinent Certifications including but not limited to:
 - ✓ WMI *Wilderness First Responder*
 - ✓ Archery Instructor
 - ✓ Commercial Driver's License (CDL) - preferred

Job Requirements:

- Bachelor's degree from a regionally-accredited institution of higher learning in education, human or social services, theatre, art or a related field of study. Equivalent experience directly serving youth in a similar role may be substituted on a year-by-year basis.
- At least one year of direct youth service management experience and will have a demonstrable record of planning and implementing youth programs. Previous experience working with at-risk youth is preferred, as is a background in health and/or outdoor education. Volunteer service may be substituted on a year-by-year basis.
- Candidates must be able to pass a drug test which does test for marijuana, a criminal background check and driving records investigation. A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.
- This position will work outdoors, often at high elevations and in uneven terrain. Accordingly, the ability to use a variety of equipment including outdoor equipment, janitorial and office equipment is required.
- The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 50lbs. Outdoor work and moderate physically demanding activities are required on occasion.
- Continued employment is based upon the successful completion of Adult and Pediatric First Aid/CPR/AED courses and maintaining your certification which is paid for and coordinated by BGCMD.

Details:

Classification: Exempt

Status: Full-time (40 hours per week)

Pay Rate: \$36,000 – \$40,000

Hours: Hours vary depending on Club needs

Benefits: Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more.

Interested applicants should submit a cover letter, resume and three professional references to jobs@bgcmd.org. Please include the position title in the subject line of the e-mail.

This position will remain open until filled.