



HVCC offers a safe environment where our youth develop and strengthen positive values and behaviors through responsive programming, community service learning, and meaningful opportunities that inspire them to reach their full potential.

Outdoor Equity and Education Specialist

POSITION TYPE

Part time or could combine with Lifeskills & Resiliency Specialist Position

REPORTS TO:

Executive Director

PAY RATE

\$20.60 - \$24.00/hour

BENEFITS

Available health, dental, vision, and life insurance, short-term disability

Ample PTO (all school holidays off!)

401K retirement

Fair and equitable hiring practices

Opportunities for advancement

Annual salary-based bonus

REQUIREMENTS

Must be at least 21 years of age

Must be able to pass a background check and drug screening

Must be able to obtain and hold CPR/First Aid certification

Must have a valid Colorado driver's license and a clean driving record (CDL not required)

WORKING CONDITIONS

In-person position at HVCC facilities and various

Occasional travel within the Valley as well as within the state will be required

Typical work week is 36 hours

Tuesday - Thursday 10am to 7pm and Fridays 8am to 5pm. Occasional nights or weekends for event or program trips

Requires standing, sitting, walking, lifting, typing, and the physical ability to keep up with youth during activities, including physical activities

Overview

Outdoor Equity and Education (OEE) Specialist will work closely with Out-of-School Time (OST) Coordinator and other staff to schedule programs and activities. The ideal candidate is an energetic and physical-minded person, good at building relationships, collaborating, and cultivating partnerships. They must enjoy being hands on and in multiple environments.

The OEE Specialist is responsible for designing and implementing outdoor education programs that promote equity, diversity, and inclusion for children and youth in out-of-school time settings. This position involves developing a culturally responsive curriculum, coordinating outdoor activities and trips, and creating opportunities for underrepresented communities to engage with nature and the outdoors. The OST Outdoor Equity and Education Coordinator works closely with program staff, community partners, and stakeholders to ensure that outdoor experiences are accessible and meaningful for all participants.

Ideal Candidate

- Associate degree or higher
- 2-3 years of experience in outdoor education, environmental education, youth development, or related field
- Experience developing and implementing culturally responsive curriculum and programs for diverse populations
- Strong interpersonal and communication skills with the ability to engage and build relationships with youth, families, staff, and community partners
- Ability to motivate and provide guidance to youth through positive relationships
- Ability to organize and supervise participants to maintain a safe and welcoming environment
- Flexible and adaptable in ever-changing environment
- Ability to respond to feedback and incorporate it into practice
- Detail-oriented and organized, with the ability to manage multiple projects and deadlines simultaneously
- Experience working with a diverse population
- Excellent computer skills including: Office 365, Microsoft Suite, Canva, Productivity Management, Data and Attendance Management
- Ability to work independently and as part of a team with a collaborative and proactive approach to problem-solving
- Commitment to the organization's mission and values with a passion for making a positive impact in the community



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Outdoor Equity and Education Specialist

Job Duties and Responsibilities

Programs

- Develop and implement outdoor education programs that promote equity, diversity, and inclusion, with a focus on providing access to nature and outdoor experiences for underrepresented communities
- Design culturally responsive curriculum and activities that reflect the interests, backgrounds, and experiences of program participants, incorporating elements of environmental justice, sustainability, and outdoor leadership.
- Coordinate outdoor activities and trips, including transportation, logistics, safety protocols, and equipment/materials procurement, to ensure successful and enjoyable experiences for participants.
- Collaborate with community organizations, environmental groups, outdoor recreation agencies, and other partners to expand access to outdoor resources and spaces for program participants.
- Provide training and support to program staff and volunteers on culturally responsive outdoor education practices, environmental stewardship, and outdoor safety.
- Facilitate meaningful reflections and discussions with participants to deepen their understanding of environmental issues, cultural connections to the land, and personal growth through outdoor experiences.
- Assess program impact and outcomes through evaluation and assessment methods, including participant surveys, focus groups, and observation, and use findings to inform program improvement and decision-making.
- Advocate for equity and inclusion in outdoor recreation and environmental education, and promote awareness of barriers to access and participation for marginalized communities.
- Collaborate with program staff to integrate outdoor education components into existing programs and activities, and support the development of cross-curricular connections and learning opportunities.
- Maintain accurate records and documentation related to program activities, participation, and outcomes, and assist with reporting requirements for funders and stakeholders.
- Stay informed about best practices and trends in outdoor education, environmental justice, and equity-focused programming, and participate in professional development opportunities to enhance knowledge and skills.

Community and Marketing

- Outreach via messages, print, social media, website, and other materials for successful implementation of programs in collaboration with Communications Coordinator.
- Ensure families, participants, and guests feel welcome, informed, and that hard conversations are handled delicately.
- Ensure internal and external communication adhere to the HVCC standard and style.

Data and Evaluation

- Support registration and attendance collection
- Program planning that complies with grant goals, objectives, and budgets

HVCC

- Counsel participants when social, academic, or other problems arise
- Uphold and support rules and policies that will lead to more positive student behavior
- Maintain professional and positive relationships with staff, youth, families and in the community
- Maintain confidentiality for parents, participants, staff and organization
- Contribute to events and activities that better HVCC
- Ensure the HVCC building and facilities are clean and safe for all of our participants and guests
- Complete HVCC training materials, and integrate HVCC standards in all OST activities, materials, and communications
- Utilize Restorative Justice and Positive Youth Development strategies with program participants
- Participate in activities and trainings to better the programs
- Accept temporary work assignments