

Celebrating 10 Years



Est. 2014

THE KIVA - CENTER -

Job Title:	Family Programs Coordinator
Employer:	The Kiva Center
Site:	1221 Lefthand Canyon Dr and Remote
Job Status:	Part-time, Exempt
Wage:	\$23-\$30/hour, depending on experience and possible addition of other positions
Benefits:	If combined with another position for full-time, paid sick time, paid holidays, PTO, monthly health stipend, and 403b employer matching
Schedule:	Approximately 5-10 hours per week, flexible hours. With an additional 6-12 hours per month of work hosting family events on weekends. Work times, however, need to be coordinated to lend well to the educational program schedule.
How to Apply:	Please email your resume and cover letter with subject headline titled "Family Programs Coordinator" with a brief description of why you are interested in this position to info@thekivacenter.com no later than the evening of Sunday, June 29th . Interviews will happen in late June and early July. Questions regarding the position can be directed to Kasey at info@thekivacenter.com .

Kiva Center Mission and History:

[The Kiva Center](#) is a nonprofit organization that cultivates inner strength and compassion in Colorado's youth through transformative, nature-connected learning. Since 2014, our work has grown from small summer camps to enriching partnerships with public schools, homeschool families, and broader community networks. Through hands-on ecological education, intergenerational relationships, and meaningful mentorship, we help young people connect deeply with the natural world—and their place within it.

Family Programs Overview

The Kiva Center envisions a world where families are deeply supported in the essential work of raising children. Our Family Programs aim to create experiences that promote resilience, connection, cultural exchange, and collective well-being. These programs engage a broad spectrum of families—ranging from those with limited access to outdoor spaces to community members with the resources to grow as advocates or supporters of the work of The Kiva Center. Our family events are centered around joy, learning, intergenerational connection, and land stewardship. About 10 years ago, The Kiva Center regularly ran family events. After a long hiatus, we started back up in 2024 and have been working to rebuild this vital program.

Expectations for All Employees and Interns:

Support the Kiva Center mission and exhibit a commitment to:

- Work collaboratively, with integrity and respect for fellow employees, associates, and our communities
- Embrace personal responsibility and accountability for your health and well-being, including, but not limited to physical and mental health.

- Positively represent The Kiva Center and families by being a mature and positive role-model for their children.
- Engage in a powerful and transformational educational learning experience. We support and emphasize a culture of growth, meaning that everyone is able and open to give and receive constructive feedback.

Job Purpose:

The Family Programs Coordinator plays a key leadership role in designing and delivering inclusive, nature-connected events that strengthen the cultural fabric of family and community life. This includes the visioning, coordination, and implementation of family events that foster community resilience, intergenerational learning, and deep relationship to the land. You will work closely with the broader Kiva team to ensure that each event aligns with the organization's values and strategic goals. The ideal candidate is community-minded, highly organized, timely, and passionate about supporting families through joyful, restorative, and inclusive programming.

Core Responsibilities:

- Plan and coordinate monthly family events that reflect Kiva's mission and goals—some you may facilitate directly; others may involve guest facilitators
- Ensure events are welcoming, inclusive, and accessible, with attention to the needs of families from diverse backgrounds
- Collaborate with the Kiva team to align family programming with broader organizational goals and seasonal rhythms
- Lead logistical planning, including budgeting, scheduling, site coordination, materials, and setup/breakdown for events
- Partner with the Outreach team to promote events across Kiva's platforms and to strategic audiences
- Engage in active outreach to connect with underserved families, educators, and potential donors
- Maintain clear and organized communication with guest facilitators, participants, Kiva staff, and community partners
- Support the development of creative, culturally rich programming that includes nature-based learning, play, storytelling, and restorative experiences for adults and children
- Document and assess programs for improvement, helping shape future offerings with feedback and insight

Desired Skills & Qualifications

- Strong passion for family well-being, community-building, and nature-connected living
- Committed practice of regular self-care and reflection
- Experience planning, facilitating, or coordinating events or programs (especially intergenerational and outdoor-based)
- Strong organizational skills with the ability to create, maintain, and improve digital systems (e.g., shared drives, calendars, documents) that are intuitive and accessible for colleagues
- Demonstrated ability to take initiative, solve problems creatively, and contribute ideas that support the broader vision—thriving in environments where self-direction and big-picture thinking are valued
- Ability to plan far in advance and break a big vision into small steps with strong attention to detail
- Clear and professional communication with colleagues, partners, and participants
- Strong ability to give and receive feedback in collaboration with a team
- Comfort navigating outdoor spaces and weather conditions; able to lift and carry supplies as needed

- Capacity to adapt to changing conditions and unforeseen challenges, whether environmental, behavioral, or logistical
- Proficiency in basic Google computing programs
- Comfort with basic design tools (e.g., Canva, Google Slides) to support flyers, graphics, or social media content
- Experience working with families across a wide range of backgrounds and experiences
- Experience with wilderness skills, ancestral skills, earth science, restoration, outdoor games, and traditional arts is ideal.
- First Aid/CPR certification (can be completed before start date)