

Celebrating 10 Years



Est. 2014

# THE KIVA - CENTER -

<b>Job Title:</b>	Outdoor Homeschool Enrichment Lead Mentor
<b>Employer:</b>	The Kiva Center
<b>Site:</b>	1221 Lefthand Canyon Dr
<b>Job Status:</b>	Seasonal part-time position. For those seeking full-time, this position can be combined with our Groundskeeping, Family Programs Coordinator, or Community Partnerships/Communications Manager positions. The ability to work in a full-time position requires the candidate to be proficient in the required skills listed in the corresponding job descriptions.
<b>Wage:</b>	\$23-\$28/hour, depending on experience, salaried rate for full-time
<b>Benefits:</b>	If combined with another position for full-time, paid sick time, paid holidays, PTO, monthly health stipend, and 403b employer matching
<b>Schedule:</b>	<ul style="list-style-type: none"><li>• Tuesdays and Thursdays OR Tuesdays and Fridays from 8:00 AM-4:4:30 PM plus additional time for bi-weekly mentor meetings, parent communications and planning, totaling approximately an additional 6-10 hours per month.</li><li>• This is a seasonal schedule that runs during the weeks of August 18th - May 29th with a winter break. Training will occur during the weeks of August 4th and January 19th.</li><li>• Position officially begins at our mandatory mentor training on the week of August 4th.</li><li>• Depending upon interest and skills, there may be an opportunity to extend this position into a longer-term position with more hours and benefits.</li></ul>
<b>How to Apply:</b>	Please email your resume and cover letter with subject headline titled "Lead Mentor Position" with a brief description of why you are interested in this position to <a href="mailto:info@thekivacenter.com">info@thekivacenter.com</a> no later than <b>the evening of Sunday, June 29th</b> . Interviews will happen in late June and early July. Questions regarding the position can be directed to Allie at <a href="mailto:allie@thekivacenter.com">allie@thekivacenter.com</a> .

---

## Kiva Center Mission and History:

[The Kiva Center](#) is a non-profit organization with a mission to build inner-strength and compassion in Colorado's youth through transformational nature-connection experiences. Since founding in August 2014, The Kiva Center has actively worked towards this goal. It began with small neighborhood Summer Camps, which led to local public school enrichment programs, homeschool enrichment and family learning experiences. This work has ignited a passion in our children to preserve and regenerate the natural environment by exploring the outdoors, planting gardens, sharing their stories, connecting with their families, and tapping into the abundance of learning opportunities that nature provides.

## Job Description:

The Outdoor Co-lead Mentor position is a professional leadership role designed for adults who are passionate about deeply connecting with nature, cultivating self-awareness, cultural change, and supporting children to

thrive to their highest potential. This unique opportunity provides an embodied experience to develop your skills for a career in nature-based mentoring and culture-building. As a Kiva Outdoor Mentor, you will be fully immersed in our outdoor enrichment program for children ages 5-12\*, two days a week throughout the fall 2025/ spring 2026 school year. Each semester includes 16 regular weeks of programming and 1 weekend adventure day. \*If you are interested in working Fridays instead of Thursdays, you'll be with our teen group ages 12-18.

Kiva Mentors work as a team alongside another seasoned lead mentor and an assistant. They will be constantly challenged to develop deeper self-awareness as they dive into the art of nature-connection mentoring. Co-mentors will support one another to create personal goals, engage in self-reflection, and discover opportunities to grow beyond their perceived personal limits.

### **Expectations for All Employees and Interns:**

Support the Kiva Center mission and exhibit a commitment to:

- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities.
- Embracing personal responsibility and accountability for your health and well-being at all programs, including but not limited to physical and mental health.
- Positively representing The Kiva Center and families by being a mature and positive role-model for their children.
- Engaging in a powerful and transformational educational learning experience. This position will ask a lot of each mentor's time, focus, and energy regardless of their goals and intentions. We expect mentors to practice good self-care while they are here.

### **Job Purpose:**

As a Kiva Center Outdoor Co-Lead Mentor, you have the responsibility of fostering a love for the outdoors with children in our community. You will be responsible for inspiring children's curiosity, supporting social emotional learning, building confidence and comfort in nature, facilitating teamwork, teaching knowledge and skills, and maintaining a positive attitude. You will act as a role model for children. You will work alongside another co-mentor to plan weekly experiences with children and guide one another through your own personal learning processes. The ideal candidate has ample experience with children and is thoughtful, enthusiastic, responsible, and proactive.

### **Principal Responsibilities:**

- Collaborate with the lead mentor to encourage nature connection in participants through enthusiasm, knowledge, and passion for the outdoors.
- Take full responsibility and initiative for your learning and growth. Your learning outcomes directly correlate with your engagement and commitment to your learning process.
- Commit and regularly tend to your personal relationship with nature connection, conservation, and wilderness skills.
- Observe and connect deeply with children, recognizing their unique gifts and challenges within the larger community. Support them to feel at home and grow within the group setting.
- Help to plan and execute curriculum inspired by the seasons and children's budding interests to create joyful, meaningful, and engaging outdoor education experiences.
- Maintain clear communication with coworkers and parents to actively support children's needs.
- Act as a role model for all participants, illustrating appropriate behavior and environmental ethics.

- Facilitate joyful, safe, and meaningful experiences for participants through nature connection practices including core routines of nature connection, wilderness and survival skills, ancestral arts, environmental stewardship, awareness, and social emotional learning.
- Maintain regular contact with co-mentors and engage in daily briefing/debriefing.
- Attend mandatory trainings and meetings.
- Conduct regular sanitizing of Kiva's shared spaces and supplies.
- Support co-mentors through the program evaluation process.
- Write daily summaries for the Homeschool Enrichment Program Manager to include in weekly newsletters.

### **Desired Skills and Qualifications:**

- Deep care for nature and people with an inner calling for nature-based education
- Committed practice of regular self-care and reflection
- Desire to receive feedback and work with it intentionally
- Willingness to develop yourself more deeply as a mentor and leader
- Strong communication skills with adults and children
- Ability and desire to facilitate meaningful learning experiences that support deep learning and growth
- Capacity to adapt to changing conditions and unforeseen challenges, whether environmental, behavioral, or logistical.
- Exhibit a strong set of skills and passion related to wilderness and ancestral skills, earth science, restoration, outdoor games and traditional arts
- Strong creative capacity to develop and adapt curriculum and activities that are developmentally appropriate and engaging
- Good organizational skills and ability to exhibit patience and professionalism
- At least three years of experience working with groups of children between the ages of 5-12 and/or teens
- Experience with or strong initiative to learn to facilitate the following: group games, songs, council (i.e. listening circles), primitive/ancestral skills, citizen science, and core routines of awareness and nature connection.
- Experience with or background in child development and social emotional learning
- Experience relating to and communicating with diverse audiences
- Educational background or training in education, nature-connection mentoring, and/or environmental science is preferred
- Must be First Aid/CPR certified by the start of the program
- Must complete up-to-date trainings in Mandatory Reporting by the start of the program
- Candidates are strongly encouraged to attend the Rooted in Wonder Professional Development training on August 2nd-3rd

### **Duration:**

- 2 semesters (August-May) for 32 weeks at the Lefthand Canyon property, 2 weekend adventure days sometime within those 32 weeks, plus mandatory training sessions, bi-weekly meetings, weekly planning (approximately one to two hours), end of semester debrief session, and periodic phone calls with co-mentors.
- The ideal candidate is committed to long-term nature-connection mentoring beyond one school year, with a desire to be a part of the team for many years to come.