



**Job Title:** “Eco-Explorers” Teacher’s Assistant  
**Employer:** The Kiva Center  
**Site:** CMS Elementary School, Denver  
**Job Status:** Part time  
**Reports to:** Human Resources Manager, Kasey Schelling  
**Pay rate:** \$13-16/ hour, depending on experience  
**Instructor Schedule:** Mondays and Wednesdays- 3:30-4:45 PM + Training and occasional phone call check ins with a mentor. Schedule follows the DPS school calendar.

**How to Apply:** Please email [kasey@thekivacenter.com](mailto:kasey@thekivacenter.com) with some information about why you would be a good fit for this position by **Wednesday, July 27th**. Interviews will be set up on a first come first serve basis. Questions regarding the position can be directed to Kasey via email and will be responded to within 1-2 business days.

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### **Kiva Center Mission and History:**

The Kiva Center is a non-profit organization that 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. In this time The Kiva Center is becoming a bridge that links internal motivation to empowered action.

### **The Kiva Center Eco-Explorers Program Description:**

The Kiva Center’s Eco-Explorers after-school program is a primarily outdoors-based class focused on nature connection. Students will explore the outdoor spaces in their local community and engage in group activities that encourage friendship, health, community service and fun! Seasonal activities include nature exploration, outdoor play, collaborative games, traditional arts and story-telling. The program runs throughout the entire school year.

### **Expectation for All Employees:**

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 job

**Job Purpose:**

As a Kiva Center After School Teacher's Assistant, 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, building confidence and comfort in nature, facilitating teamwork, teaching knowledge and skills, and having an incredible amount of fun! As an After School Teacher's Assistant, you will receive trainings as well as ongoing mentorship support in outdoors-based learning. You will act as a role model for younger students. You will work under the guidance of a lead teacher who will plan weekly experiences. The ideal candidate has significant experience with children, is enthusiastic, responsible, highly organized, and ready for action.

**Principal Responsibilities:**

- Collaborate with the lead teacher to teach weekly after-school classes throughout the entire school year, encouraging earth stewardship in participants through enthusiasm, knowledge, and passion for nature
- Help execute weekly curriculum inspired by the Kiva Model to create joyful, meaningful, engaging Eco-Explorer "Experiences"
- Manage Kiva supplies for each "Experience" being taught- including safely storing and cleaning supplies each week
- Maintain clear communication with the Lead Teacher and parents to actively support with lessons and children's needs
- Act as a role model for all participants, illustrating appropriate behavior and environmental ethics
- Encourage a joyful, safe, meaningful outdoor experience for participants
- Exhibit a willingness to learn a strong set of skills related to gardening, earth science, outdoor games and traditional arts.
- Maintain regular contact with the Kiva Center Program Mentor

**Desired Skills and Abilities:**

- Experience with younger children
- Strong communication skills with adults and children
- Ability and desire to create excellent learning experiences
- Good organizational skills and ability to exhibit patience and professionalism
- Experience relating to and communicating with diverse audiences
- Bilingual in Spanish and English

**Qualifications:**

- Must be 14 or older
- Experience guiding and mentoring school-age children