

Celebrating 10 Years



THE KIVA - CENTER -

Job Title: Outdoor Homeschool Enrichment Lead Mentor
Employer: The Kiva Center
Site: 1221 Lefthand Canyon
Job Status: Part-time teaching position, \$23-\$28/hour, depending upon experience
Instructor Schedule:

- Two-Three days per week: Mondays and Wednesdays from 8:00 AM-4:30 PM (possibility for Tuesdays as well, if the applicant is interested) plus additional time for bi-weekly mentor meetings, parent communications and planning, totaling approximately an additional 5-10 hours per month.
- This is a seasonal schedule that runs during the weeks of August 26th-December 13th and February 3rd-May 23rd. 3-4 day trainings occur two weeks before the start of each session.
- Position officially begins at our mandatory mentor training on Monday-Thursday on the week of August 12th.
- Depending upon interest and skills, there may be an opportunity to combine this job position with other administrative tasks within the organization.

How to Apply: Please email your resume and cover letter with subject headline titled, "Co-Mentor Position" to info@thekivacenter.com no later than **Wednesday, June 19th by 5 PM**. Questions regarding the position can be directed to Kasey at info@thekivacenter.com.

Outdoor Homeschool Enrichment Mentor Program Description:

The Outdoor 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 6-12, two-three full days per week throughout two fifteen-week sessions in the school year.

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 push beyond their 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 take care of themselves and practice good self-care while they are here.

Job Purpose:

As a Kiva Center Outdoor 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, 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.
- 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 weekly curriculum inspired by the semester's thematic unit 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.
- Encourage joyful, safe, meaningful outdoor experiences for participants.
- 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 weekly email updates to parents.

Desired Skills and Abilities:

- Deep care for nature and people
- 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
- 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 skills, ancestral skills, earth science, restoration, outdoor games and traditional arts.
- Good organizational skills and ability to exhibit patience and professionalism
- At least three years of experience working with children between the ages of 6-12

- Experience relating to and communicating with diverse audiences
- 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

Duration:

- 1 full school year (August-May) for 30 weeks at the Lefthand Canyon property, plus mandatory training sessions, bi-weekly meetings, weekly planning (approximately one hour), end of semester debrief sessions, and periodic phone calls with co-mentors