



THE KIVA - CENTER -

Job Title:	Eco-Explorers Lead Instructor
Employer:	The Kiva Center
Site:	Munroe and Castro Elementary Schools
Job Status:	Part time
Reports to:	Program Coordinator, Lily Urmann
Pay rate:	\$26-\$28/hour, depending on experience
Instructor Schedule:	8-10 hours per week. Fall afterschool programs are Mon/Tues/Thurs 3-4:45pm and Wed 1:30-3:30pm, with an hour of paid planning time per week. Job follows the DPS school year schedule. Position begins with at least two days of in-person instructor training either late July or early August before transitioning to leading fall programs.
How to Apply:	Please email your resume and cover letter to lily@thekivacenter.com by July 21st, 2023. Applications will be considered on a rolling basis.

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. 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 program is an outdoors-based experience for elementary-age kids focused on nature connection in the Westwood Community of Denver. 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 could include nature exploration, outdoor play, gardening, collaborative games, traditional arts and story-telling.

The fall after-school programs run four days a week: Mon/Tues at Castro Elementary from 3-4:45, Wednesday at Munroe Elementary from 1:30-3:30, and Thursday at Munroe Elementary 3:15-5pm. There will be mandatory instructor training in July or August before the after-school program begins.



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 Eco-Explorers Lead Instructor, you have the responsibility of fostering a love for the outdoors with children in our community. Your role includes inspiring children's curiosity, building confidence and comfort in nature, facilitating teamwork, teaching knowledge and skills, and having an incredible amount of fun! As the Eco-Explorers Lead Instructor, you will receive instructor training as well as ongoing mentorship support in outdoors-based learning. You will be responsible for creating the program outline, designing curriculum and activities, and coordinating with school staff and participant families throughout the program. The ideal candidate has significant experience with children in both indoor and outdoor settings, is enthusiastic, responsible, highly organized, and ready for action.

Principal Responsibilities:

- Teach weekly after-school classes throughout the school year that encourage earth stewardship in participants through enthusiasm, knowledge, and passion for nature
- Design weekly curriculum inspired by the Kiva model to plan and execute joyful, meaningful, engaging Eco-Explorer experiences
- Manage Kiva supplies for each experience being taught- including safely storing and cleaning supplies each week
- Act as a role model for all participants and Teacher's Assistant, illustrating appropriate behavior and environmental ethics
- Encourage a joyful, safe, meaningful outdoor experience for participants
- Exhibit a strong set of skills related to local flora and fauna, earth science, outdoor games and traditional arts
- Attend Mandatory Kiva Eco-Explorers Instructor trainings
- Maintain regular contact with the Kiva Center Program Mentor



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Desired Skills and Abilities:

- Experienced instructor with elementary-age kids, especially in an outdoor setting
- Strong communication skills with adults and children
- Good knowledge of Colorado ecology and natural science
- 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
- Knowledge of and connection to Westwood community in Denver

Qualifications:

- Bilingual in Spanish and English
- Satisfactory and verifiable experience working with school-age children
- Continuing Education classes in Environmental Education, Recreation, Environmental Studies, Biology, Geology, Education, or related field preferred
- Background check and fingerprints submitted and cleared by the Colorado Department of Human Services
- Must be at least 18 years old