

Celebrating 10 Years



THE KIVA  
- CENTER -

**Job Title:** Volunteer Mentor  
**Employer:** The Kiva Center  
**Site:** 1221 Lefthand Canyon, Boulder  
**Job Status:** Part-time volunteer, unpaid  
**Instructor Schedule:** 8:30AM-3:30 PM OR 8:30AM-12:30PM at least one day/week (Mondays, Tuesdays, Wednesdays, Thursdays and/or Fridays from August to May plus monthly team meetings. We're prioritizing someone who's interested in volunteering on Wednesdays and/or Fridays.  
**How to Apply:** Send an email with a cover letter that describes your experience and interest in this position with the subject line: VOLUNTEER MENTOR POSITION to [info@thekivacenter.com](mailto:info@thekivacenter.com). Questions regarding the position can be directed to [allie@thekivacenter.com](mailto:allie@thekivacenter.com)  
**Apply by:** 5pm on Sunday, August 10th

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#### **Volunteer Mentor Position Description:**

The Volunteer Mentor position is an experience 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 practice your skills in leadership, nature-based mentoring, and culture-building. As a volunteer mentor, you will be fully immersed in our outdoor homeschool program one-three day(s) per week throughout at least one fifteen-week session in the school year, with the preference that you commit to a full school year.

The volunteer mentor provides essential support to lead mentors and MITs (Mentors in Training) by building meaningful relationships with children one-on-one or in small groups, inspiring curiosity and stewardship, and helping to hold a nurturing container for learning and growth to occur.

The team of mentors work to create personal goals, engage in self-reflection, and discover opportunities to push beyond their own perceived limitations. They will be constantly challenged to develop deeper self-awareness as they dive into the art of nature-connection mentoring.

The ideal candidate is a passionate, lifelong learner with grounded life experience in fields such as education, parenting, and/or ecology.

#### **Minimum Requirement of Volunteer Mentor Applicants:**

- Clean background check
- At least 2 years of experience working with youth
- A willingness to receive feedback and overcome perceived limitations and challenges

- Commitment to completing the term for which you are accepted
- Able to attend the staff meetings and volunteer training sessions

### **Expectations for All Employees, MITs, and Volunteers:**

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. It will ask a lot of each person's time, focus, and energy regardless of their goals and intentions. We expect them to practice good self-care while they are here.

### **Job Purpose:**

As a Kiva Center Volunteer Mentor, you are responsible for fostering a love for the outdoors with children in our community. In this position, you become a role model for youth as you inspire curiosity, build confidence and comfort in nature, facilitate teamwork, share knowledge and skills, and maintain a positive attitude. You will support lead mentors who plan weekly experiences with children. The ideal candidate has experience with children and is thoughtful, wise, responsible, and proactive.

### **Principal Responsibilities:**

- Collaborate with the lead mentor(s) to encourage earth stewardship in participants through enthusiasm, knowledge, and passion for nature.
- Take full responsibility and initiative for your learning experience. The outcome of your learning directly correlates with your engagement in your learning process.
- Maintain clear communication with the mentors to actively support 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 share your personal passions related to your connection to the earth, such as ancestral skills, ecology, outdoor games and traditional arts.
- Maintain regular contact with the Kiva program mentors and engage in briefing and debriefing.
- Attend mandatory trainings and mentor meetings
- Show up to all commitments on time and well taken care of (i.e. well-rested, well fed, and with good hygiene)

### **Desired Skills and Abilities:**

- Deep care for nature and people
- Desire to receive feedback and work with it intentionally.
- Beginner mind to continually develop yourself as a mentor and leader
- Strong communication skills with adults and children.
- Ability to support children in emotional regulation and conflict resolution
- Ability to reflect coupled with a love for learning
- Good organizational skills and ability to exhibit patience and professionalism