Apprentice (Accelerated)
Job Description
2018

Job title: Apprentice (Accelerated)
Department: School Programs
Employment Class: Not applicable
Pay Status: Stipend
Expected Hours: 40 hours/week
Dates of Employment/Start Date: Tier 1: March 1, 2018 – May 31, 2018;
Tier 2: August 8, 2018 – October 15, 2018;

Following completion of both accelerated Apprenticeship tiers, the Apprentice may apply for a Program Instructor position for the remainder of the 2018/19 school year. The Apprentice is not necessarily entitled to an employment position with KSS at the conclusion of the apprenticeship program.

Reports To: Master Instructor(s)
Housing Available: Yes
Number of Positions Available: 1

At Keystone Science School, we believe that the power of inspiring curiosity and critical thinking, through the lens of science, changes lives and strengthens communities. We create future leaders who can problem solve and work together in an ever-evolving world and workplace environment.

The employees of Keystone Science School collectively work for the Mission, and truly live the Vision and Values! We offer competitive health and welfare benefits. Our campus is located at 9,200 feet on the site of Old Keystone Village in Keystone, Colorado. Our historic 23-acre campus serves as the ultimate outdoor laboratory and is the home base for our diverse suite of programs. Our facilities include modern log-style dormitories, a central dining hall, an outdoor amphitheater, a state-of-the-art observatory, and a geothermal field. Visit KeystoneScienceSchool.org to learn more!

Program Overview and Job Summary:
KSS offers a range of programs that provide a balance of hands-on science activities, field-based exploration, and adventure, all based upon themes including aquatic ecology, forest ecology, earth science, snow science, weather, and climate ecology. Programs can be hosted on the KSS campus, at a school location, or at a camping-based location for a duration of one day to seven days.

The KSS Program Apprenticeship is an educational opportunity with the goal of providing Program Apprentices with the appropriate training needed to advance into the Program Instructor position. The program will allow Apprentices to explore topics of interest to them, and to develop their personal teaching approach. Apprentices will learn the practical and theoretical aspects of being a Program Instructor through on-the-job training, job shadowing, team-teaching, mentorship, and other professional development opportunities across KSS program areas. Keystone Science School categorizes the apprenticeship as a learning opportunity that does not fall within the category of an employment relationship with Keystone Science School. As such, Apprentices do not receive any benefits that are offered to Employees. The apprentice is not necessarily entitled to an employment position with KSS at the conclusion of the apprenticeship program, and no such position has been promised an inducement for participation in this program.

Our ideal candidate will focus on the following essential duties and responsibilities:
The main responsibility of a KSS Program Apprentice is to pursue knowledge growth while advancing through the two-tier learning progression. To progress to the next tier, the apprentice must demonstrate competence in each of the categories listed for the tier level they are completing. Criteria are specific to KSS and the Program Apprentice position.
The exact duration of each tier is at the discretion of Master Instructors and is dependent upon the start date of the individual apprentice.

- **Tier 1 Development:** $114.99/week Stipend (40 hours/week March 1 – May 31, 2018):
  - The focus of Tier 1 is centered on exploration, curiosity, developing teaching skills and research. Each apprentice will learn the general operations of a non-profit environmental education organization and learn to become a field-based science educator through shadowing, team-teaching, mentorship/training and professional development opportunities. Apprentices will facilitate pre-developed programming such as Evening Programs, residential meals and structured one-day programs. Apprentices will also explore curriculum development, lesson planning and experiential teaching philosophies. During the Development phase, Apprentices will progress through shadowing, team-teaching, and solo teaching for each designated curriculum area.

- **Tier 2 Practicum:** $275.98/week Stipend (40 hours/week August 8 – October 15, 2018):
  - During Tier 2, Apprentice will teach independently as an environmental educator by executing the skills and knowledge acquired throughout their apprenticeship. In this tier, the apprentice will also complete the Long-Term Project and demonstrate knowledge of all KSS program areas and curriculum content. Apprentices will take on Lead Instructor duties and continue to carry out curriculum and professional development.

**The minimum requirements in knowledge, skills, and abilities for the candidate of our choice:**

- Ability to work a flexible schedule, including days, nights, and weekends;
- Have an interest in, respect for, and ability to work with children;
- Ability to be creative, adaptable, and flexible while managing children in a variety of situations;
- Ability to read, analyze, and interpret professional journals and educational methods;
- Must possess an intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action;
- Disciplined in thinking that is clear, rational, open-minded, and informed by evidence;
- Strong work ethic and will work until the job is complete;
- Motivation to contribute positively to the KSS at-large community;
- Interpret a variety of instructions furnished in written or oral form;
- Multi-task efficiently while managing a high-volume workload in a fast-paced, changing environment;
- Superior customer service skills, with the ability to be creative and think 'outside the box';
- Strong command of communication, writing, and organizational skills;
- Effectively interact with people of diverse backgrounds and different levels of experience;
- Ability to work in a busy environment with many distractions;
- Write reports, correspondence, and lesson plans with attention to detail.

**Our required education, experience, and certifications:**

- Bachelor's or Associate's degree;
- Current Wilderness First Aid (WFA) and CPR certifications, from an approved vendor, or the ability to obtain before the first day of employment;
- Candidates must complete a pre-employment physical exam;
- Excellent driving record and a valid driver's license;
- Must be able to successfully pass a comprehensive background check.

**In addition to the above required talents, our ideal candidate will have these preferred skillsets:**

- Some teaching experience in a camp and/or outdoor education facility;
- Medication Administration training and certification, from an approved vendor, or the ability to obtain before the first day of employment;
- Desired computer skills include proficiency with Microsoft Office (Word, Excel, etc.) and Adobe;
- Comprehension of the Spanish language via written and/or verbal form.
Travel Expectations:
Limited travel throughout the state of Colorado.

The physical demands of this position:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to feel, handle, or hold objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must be able to lift and carry at least 40 pounds for an extended duration. The employee is occasionally required to travel for extended periods over rugged terrain. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Our work environment:
The work environment characteristics described here are representative of those that must be met by an employee while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to work in close contact with his/her teammates. The office space is small and the employee must have the ability to stay focused while others are working in close proximity. The noise level in the work environment is usually moderate, but varies seasonally due to programs and staffing on campus. While performing the duties of this job, the employee frequently works outside in various weather conditions. The noise level in the work environment is usually moderate.

Compensation:
No compensation is offered for the Program Apprentice position. This is an unpaid apprenticeship, designed primarily to enhance the educational experience of the participant. Nevertheless, there are some perks of participation that KSS may offer to Apprentices to facilitate the ability of the Apprentice to participate in the program, and to ease the burdens of living expenses during the period of the apprenticeship. Please note that the ability to utilize a particular perk is dependent upon the Master Instructor’s approval. Such perks are set forth below:

- **Stipend:** Each apprentice is eligible to receive a weekly participation stipend, dependent on tier level. Tier level advancement is dependent upon meeting criteria during the apprenticeship term, as well as Manager (Master Instructor) discretion. The stipend is intended to provide assistance in assuming the relatively high living expenses and costs associated with residing in Summit County, Colorado during the period of the apprenticeship. This stipend is not a wage or compensation in any regard.
- **Meal Plan:** All apprentices shall be offered the ability to utilize the dining facilities at KSS for up to 16 meals per week, and all meals available during periods of time that the apprentice is participating in the Apprentice Program.
- **Staff Housing:** Each apprentice is eligible for complimentary rustic cabin housing on-site at KSS.
- **Approved Time Off:** In the following cases, Apprentices will be approved to take time off from their apprenticeship duties, and they will incur no reduction of their monthly stipend. Please note that these perks are not guaranteed and the Apprentice’s supervisor has discretion in approving such time off. Apprentices are not paid for unused time off upon termination of the Apprentice’s term:
  - The apprenticeship scheduled is aligned to the KSS School Programs Residential Schedule. This calendar includes times during the school year when School Programs does not have clients on campus. During these times, Apprentices will not be required to carry out any Program Apprentice duties, and they will receive their full stipend. Such times may include the weeks of Thanksgiving and Christmas, however, exact days/times should be confirmed with and approved by the Apprentice’s supervisor prior to making travel arrangements.
  - As the apprenticeship schedule allows, the Program Apprentice is eligible for up to three (3) days of approved time off to be used for personal obligations, travel, etc., and no stipend reduction will be incurred.
  - Should an Apprentice fall ill during their Apprenticeship term, the Apprentice’s supervisor will approve up to three (3) days in which the Apprentice will be absent from programming and no reduction in the stipend will occur.
• KSS values the importance of having time to enjoy Summit County. From time to time, when Summit County has accumulated a significant amount of snow, the Executive Director of KSS may call a “Powder Day”. As the apprenticeship schedule allows, Apprentices may be permitted to use this perk to enjoy up to four (4) hours away from apprenticeship duties, not to exceed 5 days per year.

• **School Store Credit:** Apprentices are given a $20 school store credit for logo merchandise.

• **Worker’s Compensation Coverage:** All apprentices shall be provided with coverage under the Colorado Worker’s Compensation Act for all illnesses and injuries caused or incurred while participating in the apprenticeship program.

**Ready to find yourself at the heart of Science. Adventure. Fun? Apply now!**

Please submit the [General Employment Application](KeystoneScienceSchool.org/Employment) found at KeystoneScienceSchool.org/Employment. All applications require a cover letter, resume, and 3 references. In your cover letter, please address your philosophy of education, and describe how your previous experiences have prepared you for this position. Positions are open until filled. For more information, please contact the Human Resources department at HR@KeystoneScienceSchool.org.

*Keystone Science School is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.*