Program Instructor
Job Description
2018

Job Title: Program Instructor
Department: School Programs
Employment Class: Seasonal Full-time
Pay Status: Exempt
Expected Hours: Minimum 40 hours/week
Dates of Employment/Start Date: August 8, 2018 - May 31, 2019
Reports To: School Programs Manager
Housing Available: Yes

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 Program Instructor is a school year (early August through early June) teaching position responsible for teaching the wide variety of curricula options offered by KSS. Program Instructors are responsible for lesson planning and developing curriculum for incoming schools on a rotating basis. Program Instructors are also responsible for the facilitation of meals, evening programs, and the completion of manual labor tasks on a rotating basis. On occasion it is the responsibility of Program Instructors to facilitate programs within the other program areas of KSS.

Our ideal candidate will focus on the following essential duties and responsibilities:

- Main areas of focus:
  - 60% Teaching (includes Lead Instructor duties);
  - 15% Lesson planning and curriculum development;
  - 15% Support staff duties (e.g. facilitation of meals, evening programs, and completion of manual labor tasks);
  - 10% Long term projects (chosen individual)
- Plan, prepare, and teach grade appropriate curricula;
- Supervise and teach a group of no more than 13 students;
- Supervise and maintain high standards of health and safety, and follow Risk Management policies in all activities;
- Facilitate team, leadership, and character building activities;
- Facilitate and provide support for a wide variety of KSS programs and activities;
- Lead Instructor duties include, but are not limited to: development of curriculum in collaboration with classroom teachers, development of pre-visit activities, communication of curriculum to KSS Instructor team, serve as a school to Instructor team liaison while schools are on program, lesson planning, and logistical based wrap-up activities;
• Set up before children arrive and clean up after children depart from KSS campus;
• Maintain storage of all KSS equipment, including teaching materials, gear, keys, toys, etc.;
• Attend and help facilitate all staff meetings and trainings as assigned;
• Participate in and pass Van Driver Training, and drive program participants in a 15-passenger van;
• Abide by and uphold the policies and procedures set forth by KSS;
• Other duties as assigned.

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;
• Proven ability to creatively develop science and education curricula and lesson plans;
• Ability to adapt instruction and lessons to meet a wide variety of learners utilizing different educational philosophies;
• 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;
• Medication Administration training and certification, from an approved vendor, or the ability to obtain before the first day of employment;
• Candidates must complete a pre-employment physical exam;
• Age 21+ with a minimum of 5 years driving experience, 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:
• Minimum of 2 years experience teaching students in an outdoor setting;
• Experience with risk management practices of the outdoor and environmental education industry;
• 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 often works outside in various weather conditions. The noise level in the work environment is usually moderate.

**Compensation:**
Weekly salary, plus a generous benefits package: medical, dental, vision, vacation time, sick time, and paid holidays. Housing is available at the following rates: $300/month for new Instructors; $150 for 2nd year returning Instructors; free for 3rd year returning Instructors.

**Ready to find yourself at the heart of Science. Adventure. Fun? Apply now!**
Please submit the General Employment Application 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.*