



To create healthy and resilient communities, Ironwood Tree Experience (ITE) makes it possible for young people to engage with the natural world and be stewards of the environment.

Position Description and Announcement

Position Title: Field Instructor **Status:** Full Time (40 hours, non-exempt) **Pay rate:** \$16-18/hour DOE

Start Date: August 23, 2021 **Close Date:** Open until filled. Interviews begin July 2021

Reports to: Program Manager

Job Overview: Ironwood Tree Experience strongly supports a growing network of youth, ages 14-20, who choose to connect with nature and culture on public lands and in the urban environment, where they actively explore, discover and care for our community. The ITE field instructor is first in line to inspire, guide, and prepare young people for outdoor experiential education, sustainable outdoor recreation, and environmental stewardship.

Field instructors are responsible for the coordination, instruction, and facilitation of all assigned youth activities, lessons, and programs and for the care and well-being of ITE youth members. Activities include hiking, camping, backpacking, wildlife watching, and stewardship projects. Lessons focus on natural history, cultural diversity, ecology, conservation and restoration, and environmental education. Programs take place at the ITE Urban Field Station in Tucson, AZ, on public lands (front-country and backcountry) and urban areas.

Job Objectives: The field instructor works primarily with the program staff (Program Manager, Youth Development Manager, other field instructors, volunteers, and youth leaders) to support, fulfill, and strengthen all assigned youth programs, lessons, and activities. In addition, the field instructor is an important representative of Ironwood Tree Experience and therefore engages regularly with all organizational team members, and other important stakeholders such as partners, advocates, and parents of youth participants.

Primary Duties and Responsibilities

Administrative 10%

- Use Google Suite and Microsoft Office or other software to complete administrative tasks.
- Assist with photo uploads, social media posts, program data forms, reports, and data entry.
- Prepare and maintain program and event resources: inventory, purchases, maintain and organize gear and equipment, maintain a professional, safe, and organized atmosphere at the Urban Field Station.
- Communicate with youth participants, parents, as well as both community and partners.

Training 10%

- Attend assigned meetings and training workshops.
- Be informed and prepared for all assigned lessons, activities, programs and other ITE events and happenings as assigned.
- Practice soft and hard skills through regular training, professional development, and personal study.

Outreach & Recruitment 15%

- Support and deliver promotional presentations to potential youth participants and teachers.
- Represent, actively participate, and support ITE presentations at organizational and community events.

Program Coordination and Instruction 65%

- Assist with the management, maintenance, and organization of all program materials, supplies, and equipment and gear.
- Coordinate and prepare materials, supplies, and equipment required to operate all scheduled programs.
- Take a leadership role in the presentation, implementation, and instruction of all assigned programmatic activities, lessons, and projects with an audience of young people ages 14-20.
- Present the use of program equipment and gear as they relate to each program.
- Manage risks to ensure physical and mental safety for all youth participants during assigned programs.
- Collaborate and communicate regularly with other members of the ITE Team and as assigned by the Program Manager for programs, organizational events, and Team gatherings.

Required Qualifications:

- Commitment to work with a diverse group of staff, volunteers, and youth members in a collaborative, professional environment.
- Understand and connect with the ITE mission and vision and support the nature of a nonprofit organization.
- Professional work experience with a youth audience, ages 14-20 in a related field.
- Knowledge of experiential education, environmental education, place-based education, or other pedagogy that connects young people to their community in a direct, personal manner.
- Knowledge of ecology, climate change, and evolutionary processes.
- Ability to share passion, knowledge, and experience of natural and cultural resources with a youth audience.
- Ability to instruct activities and lessons with a focus on environmental education, sustainable community development, conservation and restoration, outdoor skills, and other related fields.
- Eagerness to spend time outdoors, hike, backpack, and travel with youth - all with a positive attitude!
- Certification in basic first aid and CPR or agreement to obtain certification within 3-months of hiring date.
- Work in an indoor setting to accomplish administrative and coordination duties and an outdoor setting, in various temperatures and conditions, to accomplish programmatic duties.
- Availability to work a variety of times and days, including some weekends and overnights.
- Organized and detail oriented.
- Eager to learn and develop knowledge around borderland culture, community and ecology.

Preferred Qualifications:

- College degree or seeking degree in ecology, cultural ecology, environmental sciences, geography, environmental education or related fields.
- Current HOV Driver Certification or training or experience driving a high occupancy vehicle (HOV), or agreement to train. Must meet the minimum age requirement of 25 years old, and other ITE driver requirements, to operate an HOV with passengers.
- Advanced instructional, leadership and interpretive skills and associated technical, ecological and cultural knowledge related to adventure activities, community action, sustainability practices, youth wellness, and youth character development.
- Current Wilderness First Aid (WFA) or First Responder (WFR) certification. Employees are responsible for keeping their certification current and covering the associated costs.
- Proficient/Fluent Spanish, O'odham, Yoeme speaker and comfortable with discussing concepts bilingually.
- Proficient in basic GIS and mapping principles.

Background Check: An offer of employment is contingent upon the successful completion of the new hire screenings, including a criminal background check, proof of driving record, and professional references.

How to Apply: Send an email with a cover letter, résumé, and 2 recent professional references to eric@ironwoodtreeexperience.org, attention: Eric Dhruv, Program Director.