



*Our mission: 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.*

## Part-Time Field Instructor Position Description

<b>Position Title:</b> Field Instructor	<b>Status:</b> Part Time, non-exempt
<b>Starting Pay Rate:</b> \$19.40/hr ( <i>minimum 16-20 hrs/wk</i> )	<b>Reports to:</b> Operations Manager
<b>Start Date:</b> August 5, 2022	<b>Application Deadline:</b> Open until filled
<b>Benefits Include:</b> A flexible work schedule and opportunity to work with a fun and passionate team in a desirable work location.	

### About ITE:

Ironwood Tree Experience is a non-profit organization who provides young people with active, fun and educational experiences. Our passionate and highly qualified team uses experiential, community-based, ecology lessons and activities to facilitate students' learning about natural systems. As a result, young people develop a respectful relationship with nature and their community, and build life and career skills which allow them to make positive changes for a sustainable, restorative future. These efforts make ITE a top choice for Tucson youth and a recognized model for environmental education across the nation.

### Job Overview:

Field Instructors (FI) are responsible for co-leading all assigned programs, including instruction in the field as well as planning and logistics before and after programs. Programs can include exploring nature, camping, backpacking, stewardship projects and urban eco-adventures with lessons focusing on natural history, cultural diversity, ecology, conservation, restoration, and much more. FIs can expect to spend a majority of their time in the field interacting with youth and community members with the rest of their time being spent in the Urban Field Station completing tasks that support the execution of various programs.

### Duties and Responsibilities:

#### *Program Instruction 60%*

- Co-lead all assigned programs including facilitation of engaging activities with an emphasis on natural history and ecology of the Sonoran Desert and regional cultural history.
- Supervise and manage youth in the field, including managing risk to ensure mental, emotional and physical safety for all participants.
- Work effectively in a team to meet program goals and address needs of youth in a dynamic working environment.
- Develop soft and hard skills through regular training, professional development, and personal study including time spent researching and preparing content for field programs.

#### *Program Logistics 20%*

- Follow proper use of program equipment & operational systems in the Urban Field Station.
- Prepare materials and supplies required to operate all scheduled programs.
- Maintain a professional, safe, and organized atmosphere at the Urban Field Station.
- Communicate with youth participants, parents, as well as both community and partners, as assigned.

*Outreach & Recruitment 10%*

- Attend and deliver presentations to schools and other groups to promote ITE and recruit prospective youth..

*Administrative 10%*

- Follow best practices and proper use of program data forms, Google calendar and other administrative platforms.
- Use Google Suite, Canva, Microsoft Office or other software to complete administrative tasks.
- Complete photo uploads, social media posts, reports, and data entry.

**Eligibility Criteria:**

- Be 25+ years old to meet the age requirement for operating vehicles, including High Occupancy Vehicles (HOV).
- Provide proof of full Covid-19 Vaccination status (including boosters).
- Availability and flexibility to work a variety of times and days, including some weekends, overnights and multi-day trips.
- Ability to attend Fall Staff Training during the first two weeks of August.
- Willingness to undergo a criminal background check and provide proof of clean driving record.
- Willingness to drive HOVs or other vehicles with youth passengers.
- Have current Wilderness First Aid (WFA) certification or willingness to obtain within 90 days of hire.

**Required Qualifications:**

- Professional experience working with a youth audience, ages 14-20, in experiential education settings.
- Experience in a leadership role including program coordination, program management or other comparable experience.
- Knowledge of regional ecology, natural history, and cultural history and possesses the ability to share content with a youth audience in engaging and relevant ways.
- Ability to effectively work outdoors in various temperatures and conditions to accomplish instructional duties.
- Ability to lead youth on rugged terrain in varied environments, on and off trail, including a significant amount of "scrambling."
- Exceptional ability to work effectively in a highly collaborative team and dynamic work environment.
- Extremely organized and detail oriented with ability to follow systems and procedures.
- College degree, degree seeking or comparable certification or experience in ecology, cultural ecology, environmental sciences, geography, environmental education or related fields.

**Preferred Qualifications:**

- Current HOV driver certification, Defensive Driver training and/or experience driving HOVs with passengers.
- Current Wilderness First Aid (WFA) or Wilderness First Responder (WFR) certification.
- Interpretive training or experience presenting natural history concepts.
- Training in Justice, Equity, Diversity and Inclusion topics.
- Proficient/Fluent Spanish, O'odham, Yoeme speaker and comfort discussing concepts bilingually.

**How to Apply:**

Complete the online application with an attached cover letter and résumé. Applications will be accepted on a rolling basis and position will remain open until filled.

Please contact Deborah Oslik, Operations Manager, at [deborah@ironwoodtreeexperience.org](mailto:deborah@ironwoodtreeexperience.org) if you have any questions.