



PO Box 7067, Denver, CO 80207 | 303.447.1076 | [www.CottonwoodInstitute.org](http://www.CottonwoodInstitute.org)

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**Position: CAP Instructor**

**Location: Denver Metro / Arvada Gear Pick-up**

**About Cottonwood Institute**

Cottonwood Institute (CI) is a 501(c)3 non-profit that provides environmental education and service learning programs for middle and high school students. Our mission is to connect underserved students to the natural world and empower them to take action to improve their schools, the community, and the environment for future generations. CI partners with local middle schools, high schools, and youth organizations to connect students to the outdoors through environmental education and service learning projects. We run programs in Boulder, Denver, and Aurora and trips throughout the Colorado Front Range.

**Position Description**

Cottonwood Institute is looking for an inspired and passionate educator who can learn quickly, teach with integrity and work autonomously. As the CAP Instructor, the individual will teach the CAP curriculum at partner school locations. CAP blends service learning, environmental education, and outdoor education. The individual will receive training in how to successfully implement the CAP curriculum (in-person and online). *We are currently looking for CAP instructors to work with partner schools in Aurora and Denver.*

**Responsibilities and Expectations:**

- Teach CAP at partner schools on dates/times listed in contract (typically August through May)
- Complete job activities, responsibilities, and pre/post course logistics outlined in the CAP Instructor Training Manual.
- CAP requires classroom-based (in-person and online) and camping trip components. Responsibilities include:
  - Create a physically and emotionally safe space for teenage students while meeting educational objectives.
  - Lesson planning and collaboration with collaborating teacher as needed.
  - Facilitate amazing student led projects focused on positively addressing local environmental issues.
  - Provide in-class pre-trip guidance for students; help facilitate a positive overnight camping trip with a co-instructor; facilitate a reflection with students to connect trip to class.
- Attend annual Cottonwood Institute Instructor Trainings
- Oversee risk management during programming activities and be responsible for the safety of all participants and volunteers.
- Follow CI Emergency Action Plan and Risk Management protocol identified in CI Risk Management Plan.
- Communicate clearly with CI Administration, Co-instructors, and Partner Organizations.
- Conduct yourself in a professional manner at all times.
- Attend pre-course meeting and packing with instructors and program staff to discuss the program schedule and main activities.
- Drive students to and from sites and occasionally lead volunteer drivers with maps and good directions.
- Model impeccable camping, leadership, communication, and expedition behavior skills to the group and other instructors.
- Record experiences with pictures, video, and participant quotes.
- Complete post program logistics: return gear and rental vehicles, complete program paperwork, write blog post for

the CI website, attend a post-program reflection meeting with co-instructors and program administration.

### **Minimum Qualifications**

- Must be 21 years or older.
- Current certification in Wilderness First Aid and in CPR or ability to obtain (Wilderness First Responder preferred)
- Valid driver's license, good driving record, and competency driving 15 passenger vans.
- Experience teaching middle and high school students

### **Required Competencies**

- **Teaching and Leading Experience:**
  - Proven classroom and group management of students with love and logic.
  - Understanding of group dynamics and logistics with teens.
  - Confidence to facilitate CAP Class Progression: team building activities; lead local outings; teach students about local environmental issues; guide students through an environmental action project including service learning; lead meaningful reflection and debrief activities with group.
  - Ability to connect with teen students in a professional manner.
- **Communication and Teamwork:**
  - Outstanding people skills, ability to work well with adults and teens.
  - Written and verbal skills in English primarily for emailing and scheduling with multiple people.
  - Willingness to be flexible with changing conditions and program demands.
- **Cultural Awareness:**
  - Experience working with students from a variety of cultural and economic backgrounds, including under-resourced neighborhoods.
  - Understanding of inclusion, equity, and diversity and interest in furthering this work personally and within the organization.
- **Passion for education and the environment!**
  - Excitement for blending service-learning, environmental education, and outdoor education to craft and implement powerful programs.
  - Passion for connecting with teenage students and empowering change.
  - Personal environmental ethic and awareness.

### **Preferred Competencies**

- **Spanish Language:**
  - Fluency with speaking and writing Spanish to communicate with parents and participants.
- **Environmental Education Expertise:**
  - Extensive toolbox of trip leading, teambuilding, and teen leadership skills.
  - Competent using and maintaining camping gear and equipment.
  - Experience leading, instructing, or teaching teens in the outdoors including: outdoor cooking, Leave No Trace (LNT), backpacking, and general wilderness living skill
  - Experience in the field of environmental education, implementation, and evaluation of successful programs.
- **Leadership:**
  - Team oversight and/or management experience.
  - Ability to take initiative, including assigning tasks to others.
  - Experience giving and receiving direct feedback.
- **Local Knowledge:**
  - Familiarity with Denver-metro area, urban, and Front Range trails.
  - Knowledge about local flora, fauna, and environmental issues.

**Compensation:** This is a variable hour, non-exempt position. Contracts are picked up as schedules permit. Compensation will be based on experience starting at \$18/hour.

**Specific schedules may be available each school year. Contact below for more information.**

**To Apply:** Send cover letter, resume, and contact information for three professional references to [katie@cottonwoodinstitute.org](mailto:katie@cottonwoodinstitute.org) Contracts open until filled.