



PO Box 7067, Denver, CO 80207 | 303.447.1076 | www.CottonwoodInstitute.org

Field Instructor Position Overview - Part Time

Location: Programs in Denver/Boulder Metro and Louisville Gear Pick-up

To Apply: Fill out the [application form](https://forms.gle/vCyxgua9XBoCBjfr6) by the end of the day on Friday, July 31st. Priority will be given to applications submitted before July 24. (<https://forms.gle/vCyxgua9XBoCBjfr6>)

Timeline: We will begin interviews during the first week in August. Training and onboarding will take place the week of August 24th.

About Cottonwood Institute

[Cottonwood Institute](#) (CI) is a 501(c)3 non-profit on a mission to connect middle and high school students to nature and inspire them to protect it. CI partners with local schools and youth organizations to break down barriers to the outdoors through environmental education programs and service learning projects. We lead classes and programs in Boulder, Lafayette, and Aurora and overnight trips throughout the Colorado Front Range.

About this Position

Cottonwood Institute is looking for knowledgeable and passionate field instructors to lead inspiring outdoor programs throughout the year. Most programs operate in base camp settings throughout the Front Range. During the school year, field instructors work with our school-based instructors to take their classes on field days and overnight camping programs. Please read the [CAP class](#) section of our website to get a better sense for our flagship school based program. During the summer, field instructors lead a variety of programs for local youth organizations ranging from week long camping trips to urban day programs. Please see more information about [out-of-school programs](#) on our website.

Time Commitment

Field Instructors commit to a schedule of field days, 1-night overnights, and occasionally longer programs ahead of each program season. Each trip includes paid time before and after which typically amounts to about 30 hours per overnight and 15 hours per field day. Although we hire seasonally, this is a permanent position with year-round work opportunities and potential for growth. Returning instructors are given preference in scheduling for future program seasons and receive pay increases for every 10 field days worked. This is a variable hour, part-time position, meaning that your contract will vary depending on the program schedule, your preferences, and your availability. In addition to time on programs, your contract will include paid time before and after each trip for tasks like planning, packing out gear, picking up vehicles, unpacking gear, debriefing, and filling out paperwork. We compensate for all time spent working, including training. Please see application for specific upcoming program dates.

What you will do

- Co-instruct 1-2 day outdoor experiences for middle and high school students
- Co-instruct multi-day outdoor experiences for youth
- Facilitate positive group dynamics with and among teens through community building activities
- Teach and model exemplary leadership, communication, and conflict resolution skills
- Teach and support outdoor skills such as camp cooking, fire building, and campsite setup
- Teach and support environmental awareness, including leading hikes, games, and nature connection activities
- Manage the safety of all participants and respond to incidents using CI's risk management plan
- Drive students to and from sites in company and/or rental vehicles, including 15-passenger vans
- Document program experiences with pictures, videos, blog posts, and participant quotes

- Substitute for school-based instructors in the classroom as available

Minimum Qualifications

- Must be 21 years or older
- Must have a valid driver's license by the start date of this position,
- Must pass a Motor Vehicle Record (MVR) check
- Must pass a background check and a registered sex offender check
- Must have current certification in Wilderness First Aid and CPR or willingness to obtain by the start of this position

Required Competencies

- Capacity to facilitate experiential education programming with groups of teens ages 12-18
- Ability to manage group camping and field logistics with youth, or significant personal outdoor experience
- Skills for managing social, emotional and environmental risks in dynamic outdoor conditions
- Ability to create inclusive and supportive spaces with students from a variety of cultural economic backgrounds
- Personal commitment to advancing justice, equity, diversity, and inclusion, especially in the outdoors
- Enthusiasm for service-learning, environmental education, and outdoor education

Above-and-beyond Competencies

- Spanish proficiency (eligible for pay incentive)
- 3+ years of experience with outdoor trip leading in an overnight camping context (eligible for pay incentive)
- Extensive experience teambuilding and facilitating teen leadership development in an outdoor setting
- Wilderness First Responder or W-EMT certification (eligible for pay incentive)
- Extensive knowledge of local environmental issues such as fire ecology, water issues, plant/animal identification

Compensation & Benefits

This is a variable hour, non-exempt position. We are committed to providing a thrive-able wage for our staff, and we reevaluate our compensation structure regularly; our base pay currently starts at \$21/hour. Instructor compensation may range between \$21-28 an hour depending on certifications and experience incentives. Read more about our industry-leading compensation structure [here](#). CI pays for all time directly working with students during field programs, and employees are eligible for overtime at time and a half for more than 12 consecutive hours and for more than 40 hours in a work week.

Other perks:

- Access to industry pro deals
- Free access to CI gear during non-program hours
- Ability to work extra hours as desired during fundraising events, help with gear maintenance, and paid attendance at work events and quarterly meetups/trainings.
- Paid professional development opportunities and ongoing trainings
- Mileage reimbursement for personal vehicle trips over 50 miles per day
- Reimbursement for the cost of Wilderness First Aid after working at least 10 field days
- Employees are eligible for Sick Leave in accordance with the [Healthy Families and Workplaces Act of Colorado](#)
- Employees are eligible for Worker's Compensation if they are injured while leading a program
- Active Field Instructors are prioritized for full time positions on the CI team as they become available

Justice, Equity, Diversity, and Inclusion (JEDI) Commitment

We aim to have an organizational staff that reflects the communities we work in, and we know that qualified people who bring different insights and influences to our team increase our value as an organization. We highly encourage you to apply to our open positions, even if you don't meet all of the qualifications. You can also learn more about [our commitment to Justice, Equity, Diversity, and Inclusion \(JEDI\) here](#). If you need support navigating certifications or have questions about whether your work experience matches a particular requirement, please reach out to Maeve at maeve@cottonwoodinstitute.org