

## Fellowship Job Description

**This will be a:**      **Summer Fellowship**     

**Yearlong Fellowship**     

**Organization name** (and applicable abbreviations): Catamount Institute (CI)

**Organization City** (primary work location):      740 W Caramillo St. Colorado Springs, CO  
80907

**Website URL:**      www.catamountinstitute.org

**Organization Mission Statement** (and/or any other relevant information you feel would be helpful to understanding the organization):

Connecting kids to the outdoors through outdoor learning and adventure.

**Anti-Discrimination Statement/Policy:**

Diversity and Equal Opportunity: Catamount Institute shall not discriminate against any employee, volunteer, or program participant on the basis of race, sex, color, ethnicity, creed, religion, national origin, citizenship, ancestry, age, disability, political affiliation, gender, sexual orientation, transgender status, gender identity, gender expression, marital, parental, veteran or military status, political service, or membership, participation or association with any employee organization. We provide equal employment and volunteer opportunities to all individuals based on relevant qualifications and abilities.

**Supervisor Name:** Katie Martins

**Supervisor Title:**      Director of Operations

## Fellowship Overview

**Job Title:**      Environmental Educator Fellow

**Job/Role Overview:** Facilitate and support Catamount Institute programs through outdoor education, program component support, curriculum design, collaboration, fundraising, and evaluations.

**Primary Responsibilities/Job Duties:** Lead and support all Catamount Institute pre-k through 12<sup>th</sup> grade programs. Programs include but are not limited to, summer camp, field trips, after-school clubs, homeschool enrichment weekend events, and occasional overnights. The PIFP Fellow will be a positive youth teacher and mentor to all students to

ensure high-quality programming. Additionally, they will lead the evaluation process and procedure data collection for CI.

**Duration of Fellowship** (number of weeks): 12 months (54 weeks)

**Average hours per week:** 40 hrs/wk

**Anticipated start and end dates of the fellowship:** May 27th, 2025 - May 22nd, 2026

**Percentage of in-office work:** This position is on-site/ in-person.

**Percentage of work away from the office** (at home, virtual, or off-site): only in scenarios of severe weather

**Full physical address on-site/in-office work:** 740 W Caramillo St. Colorado Springs, CO 80907

**Are there other details or expectations you would like to provide regarding in-office vs. off-site work** (i.e. fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in, much of the work is not done at a physical office but out in the community)?

n/a

**Describe what a typical week as a PIFP fellow in your office might look like:**

The PIFP will collaborate with the leadership team and environmental educators to prepare, plan, and facilitate all outdoor programs. Catamount Institute programs are year-round and intended to be outdoors. Each week the PIFP will facilitate programs they are assigned to and time manage additional tasks and preparation needs accordingly. Between June- August, they will continue to collaborate with the team to facilitate weekly summer camp programs.

**Pay per hour:** \$16.75

**Additional benefits offered to the fellow:**

Paid time off, sick time, health insurance stipend for qualifying staff, and holiday time off.

## The Fellowship Experience

**Through this role, the fellow will build capacity in this organization by:**

- Being a core educator allows program directors more time to plan, budget, and develop next year's programs
- Facilitating the crucial task of completing annual program data collection and analysis to gauge program success and areas to improve
- Provide unique perspectives and skills to aid in program design and direction
- Implement effective, place-based, boots-on-the-ground environmental education and natural recreation programming with co-workers and solo
- Support the day-to-day functions and decision-making that keep us moving forward and progressing

**Please describe ways in which the fellow will contribute to societal systemic change and/or direct service to the community during this fellowship:**

Our current society's systems have caused ongoing planetary destruction, inadequate and inequitable education, increasingly fragmented and isolated communities, and youth

mental health crises of epidemic proportions. Environmental and outdoor education's explicit goal is to change this paradigm. Research shows:

- people who are connected to nature at a young age are more likely to act, vote, and start careers with the interests of the natural world in mind.
- equal access to hands-on, engaging, and practical science education leads to better critical thinking and informed decision-making.
- time spent outdoors, even minutes a day, can have positive impacts on mental health
- time spent outdoors with peers and family can bring community members closer together

Through our programs, we aim to change the current system and aid the shift to one that is sociologically, economically, and environmentally sustainable for all.

### **What support or professional development can the fellow expect from their supervisor, other staff, or the organization?**

The fellow will go through an onboarding process that prepares them on what is expected from a Catamount Institute Environmental Educator. This includes, but is not limited to training on how to be an effective outdoor educator, trusted adult, youth mental health, and a mandatory reporter. These trainings are facilitated by in-house staff and partners in the community.

## Qualifications and Expectations

### **Required qualifications, skills, and expectations:**

#### **Required qualifications/skills/expectations:**

- Experience working with youth in schools and outdoors
- Adaptable and energetic, quick learner
- Ability to collaborate and communicate effectively
- Commitment to youth learning
- Comfortable working outdoors including in all different weather conditions
- Treat all people from all walks of life with equity
- Understand and accept the established, mainstream, modern scientific consensus
- Clean background check (able to work with youth)
- Ability to comfortably hike ~3 mi while facilitating a youth program.
- Operate with proficiency in Google Workplace Suite, Microsoft Workplace Suite, and digital photography
- Ability to positively and professionally represent an organization to the public

### **Preferred qualifications, skills, and expectations:**

- Have relevant educational experience and accreditation. Educational background can include but is not limited to Natural Resources, Outdoor Recreation, Education, Biology, Child Psychology, etc.
- First Aid & CPR Certified
- Self-starter and passion for community engagement
- Fundraising and/or event experience

**Advice for applicants considering this fellowship:**

This fellowship is a highly unique experience in a small, niche yet growing field: Environmental Education. The aspects of the position require someone who is flexible, open-minded, hardworking, and a good communicator. At Catamount Institute we prioritize teamwork, supporting our staff, and serving our community in the most effective way possible. This comes with as many rewards as it does challenges. We tackle environmental, sustainability, social, and economic challenges in our community and beyond. The learned skills and experiences the fellow will have working at the Catamount Institute will be useful and impactful in their personal and professional development and support them in any field of work.

**Supplemental Essay Question****Applicants interested in this fellowship should answer the following supplemental question in their application:**

- Do I enjoy being outside?
- Do I like working and communicating with youth, ages 3 – 23?
- Am I an effective communicator or willing to improve this skill?
- Am willing to problem solve, take initiative, and be a team player?
- Will the intangible aspects of the job be enough to motivate me to do difficult tasks, have difficult conversations, and challenge myself? (i.e. Supporting youth, supporting the community, supporting our environment, and growing personally and professionally)