



STAFF EXPECTATIONS

1. We expect all staff to treat students, teachers, parents, and each other with respect, warmth, and courtesy.
2. We expect a high degree of motivation, enthusiasm, and cooperation to help students and our program achieve success.
3. We expect creative and child-centered approaches to your program development and delivery that is aligned and integrated with Colorado State Content Standards.
4. We expect you to provide accurate information to students and visitors and acknowledge when you do not know information.
5. We expect that you will manage your work and time effectively and be able to solve day-to-day problems that arise in a professional and constructive manner.
6. We expect that you will display flexibility with assignments and be able to handle the stress of children in stride.
7. We expect that you will carry out all duties and responsibilities assigned regardless of boredom, pleasantness or mentally/physically taxing nature.
8. We expect that you will take the time during your season here to continue your personal and professional education, through research and exploration of the park.
9. We expect that you will work as a cooperative member of the education team, take on a fair share of the workload, and take initiative to accomplish work and solve problems.
10. We expect you to communicate regularly with your teammates and supervisors to help each other out, share information, communicate concerns, and seek clarification.
11. We expect you to consider your personal safety and the safety of your groups in all situations.
12. We expect you to file a backcountry plan and follow all procedures when you will be more than one mile from any road and take a radio and first aid kit with you any time you are in the field.
13. We expect you to be well-organized and prepared for all educational programs.
14. We expect that you will display a professional appearance in the workplace.
15. We expect you to accept suggestions for improvement in a positive manner and make appropriate adjustments promptly.



STAFF RESPONSIBILITIES

1. Thoroughly research and prepare replicable outlines with a theme, goals, and objectives for all educational programs.
2. Assist in the preparation and organization of educational programs for groups.
3. Call group contacts to confirm program information two weeks in advance of program.
4. Each morning, check in for program updates, additions, and cancellations.
5. Present welcome orientation talks about Rocky Mountain National Park to visiting groups.
6. Facilitate environmental education activities at field sites in the Park and at schools for a variety of diverse educational audiences.
7. Present educational programs that vary in topic, site and length of time to groups that vary in size.
8. Assist with additional programs and projects within the education department, as needed, including but not limited to, data entry, purchasing or developing education supplies, and teacher education workshops.
9. Maintain the google calendar and spreadsheet by entering the names of all program instructors, updating any changes in location or group size, and finalizing details after each program.
10. Facilitate school visits to Moraine Park Discovery Center and Fall River Visitor Center.
11. Distribute, collect, and input evaluation cards for every group/program.
12. Prepare documents and reports for the Heart of the Rockies program, including but not limited to:
 - Program outlines
 - Program reflections
 - Bi-weekly reports
 - Training evaluation
 - End of season feedback from
 - Educational worksheets or forms
13. Clean and put away supplies in the correct location after EVERY program.
14. Maintain the organization and cleanliness of all educational supplies and supply storage sites.
15. Clean and maintain park vehicles and notify Cynthia of any vehicle problems.

The Education and Outreach Coordinator (Vacant) is your official supervisor, but much of the day-to-day supervision of the instructors and interns is by the Education Specialist (Katie Phillips). If you have questions or concerns, please bring them to our attention early on.