



**2026-27 Environmental Education Corps
Outdoor Lab Foundation Position Description**

Enrichment Coordinator

Program Overview: Led by the Colorado Alliance for Environmental Education (CAEE), the Environmental Education Corps (eeCorps) AmeriCorps Program places AmeriCorps members at organizations throughout Colorado to focus on increasing environmental literacy for PreK-12 students and implementing the goals outlined in the Colorado Environmental Education Plan. eeCorps works directly with teachers, schools, and environmental education providers to support them in expanding reach and increasing impact of EE programming, while providing access to equitable learning experiences for all PreK-12 students. AmeriCorps members serving with the eeCorps provide direct service to improve outcomes in Environmental Stewardship and Education. AmeriCorps provides opportunities to improve lives and foster civic engagement all across the country.

Service Site Overview: This position will be located at Outdoor Lab Foundation in Golden, CO. The Outdoor Lab Foundation's mission is to inspire community support for, and advocate on behalf of, Jeffco's Outdoor Lab Program. Outdoor Lab engages all Jefferson County sixth-grade students (about 5,000 per year) in an immersive, residential, weeklong environmental and civic education experience.

Service Position Summary: The Enrichment Coordinator will be an ambassador for the Foundation, often delivering programming for students at our two mountain campuses or working with teachers to plan and prepare programs for schools. Our ideal team member will have excellent organizational, communication, and public speaking skills, but also the ability to foster positive relationships with individuals, schools, volunteers, and community organizations. The position will work in concert with the Executive Director to enhance the Foundation's engagement with schools, deliver excellent evening presentations, and develop a suite of lesson plans for teachers to deliver on their own.

Essential Functions (Primary Responsibilities):

eeCorps members engage with their Host Site organizations to develop, implement, and enhance programs, projects, and activities that will create progress towards eeCorps' and Outdoor Lab Foundation's goals. These duties include:

- Deliver evening presentations to students 1-2 nights per week at our mountain campuses
- Collaborate with teachers and site staff to develop evening presentation "kits"
- Coordinate and schedule evening presentations with vendors, nonprofit partners, and other institutions
- Manage a standing list of great partners with whom the Foundation can work with to execute engaging environmental education programming
- Track progress and collect evaluation data for the program's performance measures
- Attend all required eeCorps/AmeriCorps orientations, meetings, and trainings
- Complete and submit all necessary eeCorps paperwork and reports by predetermined deadlines
- Some local travel required and occasional statewide travel possible

Marginal Functions (Secondary Responsibilities):

- Serve with Foundation staff and Jeffco Outdoor Lab Coordinators to promote Outdoor Lab in all levels of the Jeffco school system
- Inform the development of future program opportunities that outreach to and collaboration with the broader Jeffco community
- Serve as a spokesperson for the Outdoor Lab Foundation at community events
- Coordinate with Outdoor Lab Foundation staff and volunteers to support community event and tabling activities and logistics

Physical, Emotional, and Intellectual Demands:

- Personal and professional values consistent with the Foundation's mission
- Outstanding interpersonal and written communication skills
- Able to work effectively in a dynamic environment - problem solver, flexible, and adaptable
- Independent worker and cooperative team member
- Comfortable giving and receiving feedback
- Ability to prioritize their work and manage multiple projects simultaneously
- Ability to inspire passion for our program
- Ability to manage positive relationships with staff, board members, business professionals, and individual donors with a friendly, professional demeanor
- Ability to lift and transport 30-40 pounds of equipment and materials

Qualifications:

- Excellent public speaking and presentation skills
- Graphic design skills a plus such as Canva, Adobe, and Prezi.
- Creative thinker
- Partner-oriented and collaborative problem solver
- Enthusiastic networker
- Bilingual English/Spanish a plus
- Ethic of national and community service and a strong desire to create positive change
- Ability to communicate effectively both verbally and in writing; computer literate
- High school diploma or GED required
- At least 17 years old at start of service
- Reliable transportation and proof of auto insurance required
- Must pass National Service Criminal History Checks (NSOPW, State, and FBI)
- U.S. Citizen, National, or Lawful Permanent Resident status required

Term of Service: This is a full-time national and community service position requiring a minimum of 1,700 hours during the year (approximately 35-40 hours/week). A typical schedule is Monday - Friday 9am-5pm. Flexible hours are required, including evenings and weekends. Each week, hours will be flexed to accommodate the delivery of at least one evening program at one of our two mountain campuses. These evening programs are typically scheduled mid-week from 6p-8p throughout the school year. Weekend commitments are rare during the school year but increase in frequency during the summer months. The position begins 9/1/26 and ends 8/15/27.

Training and Support Provided: eeCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable approved training and professional development. Members will be supervised and supported by Bryan Martin (bryan.martin@outdoorlabfoundation.org), Executive Director at Outdoor Lab Foundation, as well as by Erin Dreps (americorps@caee.org), eeCorps Program Coordinator. The 2026-27 cohort of eeCorps members serving throughout the region will act as additional resources and support for each other.

Location and Service Conditions: This position is based at 581 Conference Place, Golden, CO 80401. Additionally, the position will travel to our two Outdoor Lab campuses to deliver evening presentations and support programs as needed. Our Mount Blue Sky Campus is located at 201 Evans Ranch Road, Evergreen, CO 80439 and our Windy Peak Campus is located at 20973 Wellington Lake Road, Bailey, CO 80421.

Benefits:

- Biweekly (two times per month) living allowance of \$956.52. Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account.
- Health insurance
- Child care assistance, if eligible
- An education award of \$7,395 upon successful completion of term of service.
- It is possible to defer student loans while serving as an AmeriCorps member.
- Loan forbearance for eligible student loans.
- Mileage reimbursement for eeCorps-required travel.
- Non-tangible benefits including extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need.
- Ability to participate in regional EE leadership councils; option to obtain CAEE's nationally-recognized Professional Environmental Educator Certification.

Diversity and Equal Opportunity: This program is available to all, without discrimination on the basis of race, color, sex (including gender identity, gender expression, sexual orientation, and pregnancy), religion, age, national origin, genetic information, disability, military status, familial status, political affiliation, or any other characteristic protected by law.

Reasonable accommodation will be provided as needed for applications, interviews, and service.

How to Apply: To apply, please complete the application form at <https://tinyurl.com/eeCorpsApply26-27>, and be prepared to 1) upload a resume, 2) upload a list of three references, and 3) answer short-answer questions related to the position. *Applicants may also choose to submit an optional cover letter.*

Note: Position will be filled pending grant award.