



**2025-26 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 Wheat Ridge, 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 and Strategic Partnerships Manager 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
- Develop a standing list of great partners with whom the Foundation can work with to execute engaging environmental education programming.
- 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 outreach to and collaboration with the broader Jeffco community
- Track progress and collect evaluation data for the program's performance measures

*For more information:*

[www.caee.org](http://www.caee.org) | [americorps@caee.org](mailto:americorps@caee.org)

- 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

**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
- Ability to pass criminal history checks required
- Reliable transportation and proof of auto insurance required
- U.S. Citizenship 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). The position begins 9/2/25 and ends 8/15/26. Flexible hours are required, including occasional evening and weekend commitments.

**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, Executive Director at Outdoor Lab Foundation, as well as by Erin Dreps, eeCorps Program Coordinator. The 2025-26 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 Pl, Golden, CO 80401

**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.
- 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:** The Outdoor Lab Foundation is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of race, color, religion, creed, national origin, ancestry, sex, pregnancy, age (over 40), sexual orientation (including transgender status), physical or mental disability, family and/or marital status, genetic information, and retaliation for engaging in protected activity (opposing a discriminatory practice or participating in an employment discrimination proceeding), or any other status protected by federal, state, or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes, but is not limited to, verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, volunteers, board members, etc.

The Colorado Alliance for Environmental Education (CAEE) recognizes the value of diversity and inclusiveness to advance environmental education. CAEE defines diversity in its broadest sense and welcomes everyone to the field of environmental education and the Alliance, including but not limited to people of all races, ethnicities, genders, gender expressions, sexual orientations, abilities, ages, national origins, socioeconomic status, religious affiliations, languages, and heritages.

**How to Apply:** If you are interested in applying to this position, please **prepare the following documents and submit them via the form found at <https://tinyurl.com/eeCorpsApply>**: 1) a resume, 2) a short cover letter outlining your interest in the program and commitment to national service, and 3) a list of three references.

*Note: Position will be filled pending grant award.*