

***AmeriCorps VISTA Community Education Coordinator
Bluff Lake Nature Center***

Position Title:	Community Education Coordinator
Position Type:	AmeriCorps*VISTA Position, 12-month term of service, full-time to start July 20; 6 additional weeks prior to term of service to begin June 7, 2010.
Location:	Office in Denver, Colorado
Salary:	Per AmeriCorps*VISTA guidelines, \$4,725 education award upon completion, additional \$2,000 for 6 weeks of employment prior to VISTA term of service
Benefits:	Health insurance through AmeriCorps*VISTA, federal holidays, two weeks (10 days) vacation and two weeks (10 days) health leave, paid travel to VISTA training, relocation allowance of up to \$550, child care allowance of up to \$400 per child/month
Reports To:	Bluff Lake Nature Center Education Director

VISTA Membership - Please visit <http://www.americorps.gov/about/programs/vista.asp> to gain a full understanding of VISTA membership. It is very important to understand the mission of VISTA and the rules and compensation for VISTA members. This position will begin 6 weeks prior to the VISTA term of service. During those first 6 weeks, the member will not be covered by the benefits of VISTA, but will be paid a total of \$2,000 for 6 weeks of work.

About Bluff Lake Nature Center - Bluff Lake Nature Center is an urban wildlife refuge and outdoor classroom located in east Denver. Our 123 acres are home to an abundance of animals and native plants. Our education programs focus primarily on schoolchildren in Denver, Aurora, and Commerce City Public Schools, but also include programs for nearby residents and community members.

Position Description:

Bluff Lake Nature Center's VISTA will work closely with the local communities to develop more opportunities to provide nature education to underserved youth. The VISTA will work closely with Bluff Lake Nature Center's Education and Development Directors to develop programs and expand our capacity to serve local youth.

Responsibilities:

- **Junior Naturalist Summer Camp Program** – Guide campers on hikes throughout the wildlife refuge throughout the summer in order to learn the natural history and science of Bluff Lake.
- **Volunteer Recruitment** – Develop and implement volunteer recruitment plan. Aid in volunteer training and orientation.
- **Elementary Science Education Program** – Aid in the development of elementary science program curriculum based on Colorado State Academic Standards.
- **Development** – Work with BLNC Development Director to design and implement a plan to secure funding for programs targeted towards at-risk youth.

Minimum Qualifications:

- Bachelor's degree is preferred; however, some college combined with work experience may substitute for a degree.
- Proficient with Microsoft Excel, Microsoft Word, e-mail, and the Internet.
- Self-directed and highly motivated with a love for the outdoors and environment education.
- Strong communication skills, both written and verbal.
- Good interpersonal skills, team-oriented, enjoy working in a dynamic setting.
- Spanish language knowledge strongly preferred, but not required.

Application Deadline: April 28, 2010 by 5 pm MST.

Send a copy of resume, cover letter, and three references to:

Susan Beckett
Education Director
Bluff Lake Nature Center
9801 E Colfax Ave, #100
Aurora, CO 80010
or e-mail to sbeckett@blufflake.org

Questions?

Please call Susan Beckett at 303.344.1649

Organizational information can be found at www.BluffLakeNatureCenter.org.