

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Program Instructor**

July 30, 2021

The Conservancy for Cuyahoga Valley National Park is the official friends group and philanthropic partner for Cuyahoga Valley National Park (CVNP). With a mission to enrich people's lives and enhance our region by inspiring use, preservation and support of Cuyahoga Valley National Park, the Conservancy offers cultural and educational programming, co-manages the park's volunteer program, provides venues for weddings, meetings and special events, and operates park retail spaces. We work in partnership with the National Park Service (NPS) to manage educational and recreational experiences for students, youth, adults, and intergenerational groups, offering quality programs and events that are in accordance with best practices for safety and health in respect to COVID 19.

Conservancy for Cuyahoga Valley National Park is looking for an enthusiastic, creative, and detail oriented professional candidate with a desire to engage youth and adults in experiential learning opportunities in a Cuyahoga Valley National Park. The Program Instructor will join the Conservancy's Programs and Education Team and work in collaboration with the National Park Services to provide exceptional learning opportunities for audiences of all ages.

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees.

Position Description and Essential Duties:

Essential duties include:

- Teach virtual and in-person programs to school groups, K-12, following all safety policies.
- Support the Programs and Education team in outreach, booking, follow-ups, and maintaining records.
- Assist the Programs and Education team in the development of curriculum and support materials for programs for all ages.
- Lead in-person youth and intergenerational programs both in the park and surrounding communities.
- Serve as support staff for other public programs, both in person and virtual.
- Approach all programs, events and other duties embracing diversity, equity, and inclusion. Strive to consider the people, places, and cultures that might be missing from your work and look for opportunities to increase inclusivity in all the work you do.
- Attend staff meetings as scheduled.
- Work on specialized long-term projects as they arise.
- Other duties as assigned.

This is a full time, permanent, non-exempt position. Occasional evening and weekend work will be required.

Minimum Qualifications:

- 2-3 years relevant work experience or post-secondary education required.
- Applicant must have weekday daytime work availability, ability to work occasional evenings and weekends and reliable transportation to and from the work site, including off-site programs when applicable.

- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.
- Applicant must possess a sincere desire to work with elementary, middle, and high school students in an educational setting. Applicant must be patient, hardworking, flexible, and able to react well under pressure.
- Experience in environmental issues, science, arts, education, recreation, health, or comparable experience working with children is preferred.
- First Aid and CPR certification must be completed prior to beginning employment, or within two weeks of the start date.
- Reliable transportation is required.
- Employee must have a valid driver's license, evidence of insurability, and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee will be required to participate in and pass the government Defensive Driving course.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment. Background checks may be subject to repeat every five (5) years. Employees of who will be working around children must be fingerprinted for criminal record check for the state of Ohio and/or an FBI, and fingerprint checks are repeated every five (5) years. All employees working with children must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.

Status/Pay/Benefits: Full-Time, non-exempt, \$16/hr. Excellent benefits package including medical and dental coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading **Program Instructor**. The projected start date for this position is September 1, 2021, and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.