



History Colorado

Hands-on History Program Director

Description:

Hands-on History Program Director will coordinate and facilitate educational programming for children ranging in age from 6-12 years of age on Fridays when students are not in school and during summer camp. This facilitation will focus on Colorado history and cover a wide range of topics including: archaeology, cultural diversity, social justice, resource management, and environmental stewardship.

This position is great for people who have experience supervising others, working with elementary aged children and have availability to work Fridays during the school year and when kids are on break (summer, winter, spring breaks). This position could be expanded to include year-round part-time employment, based on availability and performance.

Depending on the applicant's availability, this role will be part time during the school year and expand to a full 40 hour/week seasonal non-benefited position during the summer for 7-8 weeks. This is a non-benefited position which requires 8-10 hours of availability every Friday from April 12th-May 17th, 2024 and 40 hrs of availability Monday-Friday during the camp weeks of June 10th-28th and July 8th-26th, 2024.

Essential Duties:

- Facilitate educational programming which engages students with the past in interdisciplinary ways.
- Supervise other staff and volunteers as they facilitate educational programs and supervise groups of children.
- Learn the Hands-On History curriculum, delegate programming tasks, and adapt the program to the needs of the group while maintaining the core learning objectives of the session.
- Serve as the main contact point for parents seeking information about program activities as well as the successes or concerns of their campers.
- Follow and enforce program expectations and rules while maintaining a safe and welcoming environment.
- Keep a daily roster and collaborate with other staff to ensure students are actively engaged and accounted for.
- Regularly communicate with the Hands-On History Director to address the concerns of staff, campers, and families.
- Perform regular cleaning of the spaces used by the camp and ensure materials and supplies are properly stored and cared for.
- Exercise appropriate decision making and ensure the Hands-On History Director is informed of all incidents, injuries, and unsafe conditions.



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- Collaborate and coordinate with Woodruff Memorial Library Director and Programming and Outreach Coordinator in regards to building usage and program partnership.

An ideal candidate is:

passionate about history and/or education. Has good communication skills, enjoys conversing with and facilitating learning for elementary age students. Is reliable, responsible, and a self-starter. Is comfortable relating to a wide variety of audiences and is up for new challenges.

Requirements:

- Availability Fridays from 7:30 am - 5:30 pm from April 12th - May 17th, and Monday - Friday, between 7:30 am - 5:30 pm, from June 10th - July 26th (camp closed July 1st-5th).
- Must complete all required training, (in-person & online) including, first aid/cpr, mandated reporter, etc, before April 12, 2024.
- Must be available the week of June 3rd to help orient new staff and prepare for summer camp.
- The Camp Director must be 21 or over and have completed **one** of the following:
 - A four-year college degree with such majors as recreation, outdoor education, education with a specialty in history, elementary or early childhood education, or a comparable field.
 - b. Two (2) years of college (60 semester credits) training and 6 months (910 hours) of satisfactory and verifiable full-time or equivalent part-time paid experience, since attaining the age of 18, of 4 or more unrelated school age children.
- Have experience working with children from diverse backgrounds with various skill and ability levels
- Excellent organizational, conflict management, and communication skills
- Occasional physical demands including lifting, pushing, or pulling up to 50 pounds as well as frequent bending, reaching and squatting.
- Hiring reliant upon passing a background check and fingerprinting

Compensation: Rate is \$22/hour

Position begins no later than April 8, 2024.

To Apply

Please email a cover letter, resume, and names of three references to Tamara Trujillo, Hands-On History Program Director, at tamara.trujillo@state.co.us.