



# NATURE EDUCATOR: POP-UP PROGRAMS

## PROGRAM COORDINATOR

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## SUMMARY OF POSITION

Lead informal, pre-developed programs in the parks. Volunteers must use good communication skills in managing an informal, yet meaningful conversation with visitors. Outreach events can be scheduled in advance, or informal pop-ups can be conducted for hot topics in the parks. Topics include natural history as well as stewardship topics such as dog safety, share the trails, etc.

## DUTIES

- Lead pre-developed informal programs on selected topics
- Work alongside another volunteer/staff
- Use props to interpret natural history topics and stewardship education messages to park visitors in a conversational, informal way
- Willingness to talk to park visitors and address visitor concerns in a friendly manner

## REQUIREMENTS

- Be willing to volunteer at least five times per year
- Keen interest in the stewardship of JCOS Parks demonstrated through communicating with and educating park visitors
- Friendly personality that enjoys working with diverse park visitors
- Possess good decision-making and communication skills
- Purchase a uniform and wear it while on duty
- Complete required training before working independently
- Volunteers must abide by JCOS Park Regulations and established volunteer policies and procedures outlined in the JCOS Volunteer Handbook.

## BENEFITS

- Enjoy the outdoors while representing Jeffco Open Space
- Meet other volunteers with shared interests
- Explore the JCOS Park System

## NEXT STEPS

### 1. Create an Account and Submit an Application

Applications are available online at: <https://offeror.jeffco.us>

### 2. Attend an Interview

All prospective volunteers will be interviewed. Once you submit your application, you will be contacted to arrange for your interview.

### 3. Attend a New Volunteer Orientation

All new volunteers are required to attend a JCOS New Volunteer Orientation at JCOS Headquarters to become familiar with the entire JCOS system prior to specific program training. You must pre-register for orientation on Offero <https://offeror.jeffco.us>  
You need to attend only one of the following:

**Thursday, March 14, 5:30-7:00 P.M.**

**Saturday, March 16, 8:30-10:00 A.M.**

**Thursday, March 21, 5:30-7:00 P.M.**

### 4. Attend Program Specific Training

**At this time, training will be on a one-on-one basis.**

### 5. Get your uniform and start volunteering!

