



P.O. Box 486 Arroyo Seco, New Mexico 87514 575-770-2391 [www.fitaos.org](http://www.fitaos.org)

## LEAD INSTRUCTOR JOB DESCRIPTION

### AFTERSCHOOL/SCHOOL EDVENTURES/COMMUNITY PROGRAMS

**About Field Institute of Taos:** FITaos is a 501(c)3 nonprofit with a mission of providing active, hands-on, nature-based outdoor education & promoting healthy lifestyles. We have led programs and positively impacted thousands of children since 1996. Programs include summer, after school, school, community outreach, and special events. We believe all children need and deserve access to nature for play, learning, and healthy growth of mind and body.

#### Position Description:

Lead Instructors must be experienced, inspiring outdoor educators who are competent, positive, knowledgeable, and passionate about connecting youth with nature through active, hands-on explorations. Lead Instructors are outdoor enthusiasts who are self-motivated, flexible, enthusiastic, and fun with an easy sense of humor. Lead Instructors support the mission, vision, and culture of FITaos, understand all aspects of FITaos programs, and are able to safely manage and lead a field group with minimal supervision.

**Schedule and Compensation:** This is primarily a spring and fall position involving leading afterschool programs for various local schools as well as working occasional field trips and community program days. These are active, outdoor programs with children ages 6 and up. Hourly rate starting at \$17 per hour, depending on experience. Eligible for year-end bonus based on performance. Lead Instructors work part time on a flexible schedule with occasional weekend work possible. Must attend staff trainings and staff meetings. Potential for full time work during summer months as Lead Instructor in our Mountain Camps, if desired.

#### ROLES and RESPONSIBILITIES:

Lead amazing, meaningful, fun, engaging youth outdoor programming.

- show up prepared (mentally and physically) for each day
- work with Program Director and other staff in creating daily curriculum and activities (daily plans)
- be ready for each day with well-thought-out plans in place and a sense of adventure
- arrive at program location well before the scheduled program start time
- transport children safely to and from field adventure locations each day, if applicable
- supervise and engage participants throughout each program
- implement daily curriculum and activities covering a variety of themes
- follow all FITaos protocols and set an excellent example of safety and self-care
- maintain a high level of awareness, fun, risk management, and professionalism
- manage physical, social and emotional safety and risk; empower participants to take appropriate challenges
- develop teamwork and leadership in participants;
- communicate in person and via cell phone with participants and staff in a positive, effective manner
- generate new curriculum ideas in collaboration with Program Director and other staff
- work closely and collaboratively with contacts at each school to develop programs to fit their needs

Other duties, as assigned.

## REQUIRED QUALIFICATIONS:

- \*Significant experience working with children of all ages and diverse backgrounds in outdoor/experiential settings.
- \*Degree in environmental education, natural science, outdoor recreation, education, or related field, or equivalent experience.
- \*Must be fully vaccinated and boosted against COVID-19.
- \*Medical training: minimum of CPR and Wilderness First Aid (Wilderness Advanced First Aid is better and Wilderness First Responder is preferred)
- \*Applicants must be at least 23 years of age
- \*Possess a valid driver's license, have an insurable driving record, and be able to drive a 15 passenger van
- \*Pre-employment background check is required
- \*Ability to work with kids of all ages on a daily basis with a high level of enthusiasm, compassion, and professionalism
- \*Good working knowledge of the natural environment including local ecology and willingness to learn
- \*Leave No Trace awareness
- \*Ability to interact and communicate positively with staff, school personell, and parents
- \*Excellent, age-appropriate group management skills
- \*Ability to work well as part of a team as well as independently
- \*Adaptibility and flexibility to maintain flow and group attention, even as new situations arise
- \*Ability to be present and make sound decisions in emergency situations in outdoor settings

**PHYSICAL REQUIREMENTS:** Ability to work full days outdoors in variable weather conditions, hike up to 6 miles in a day on uneven surfaces, lift and carry up to 50 pounds

FITaos is an equal opportunity employer that does not discriminate on the basis of race, color, religion, gender, age, national origin, marital status, sexual orientation, or disability. We welcome and encourage applicants that help us achieve a workforce with a diversity of backgrounds, experiences, perspectives, and skills.

To apply: Download an application at <https://www.fitaos.org/who-we-are/available-positions/> and submit it, along with a resume and cover letter to Susie Fiore, Executive Director, at [info@fitaos.org](mailto:info@fitaos.org)  
We will be accepting applications until the position is filled.