Position Title: Program Specialist, Outdoor Education

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<tr>
<th>Position Information</th>
<th>Program Specialist, Outdoor Education</th>
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<tr>
<td><strong>Position Number</strong></td>
<td>401965</td>
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<tr>
<td><strong>Campus Location</strong></td>
<td>Lakewood, Colorado</td>
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<tr>
<td><strong>Primary Physical Work Address</strong></td>
<td>13300 West Sixth Avenue, Lakewood, Colorado 80228</td>
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<tr>
<td><strong>Salary</strong></td>
<td>$44,034.83 /annual</td>
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<tr>
<td><strong>Starting Pay Rate</strong></td>
<td>Starting Salary is not negotiable</td>
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<tr>
<td><strong>Anticipated Start Date</strong></td>
<td>Fall 2021</td>
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<td><strong>FLSA Status</strong></td>
<td>Non-Exempt, this position is eligible for overtime.</td>
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<td><strong>Closing Date</strong></td>
<td>Sunday September 05, 2021 by 11:59 p.m.</td>
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<td><strong>Job Type</strong></td>
<td>Full Time</td>
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<tr>
<td><strong>Benefits</strong></td>
<td>RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the CCCS Employee Benefit Website.</td>
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<tr>
<td><strong>Retirement</strong></td>
<td>The Colorado Public Employees’ Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.</td>
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<tr>
<td><strong>Time Off</strong></td>
<td>• Leave Accruals (Leave prorated for appointments under 100%)&lt;br&gt;• Annual/Personal Days: 22.5 (180 hours)&lt;br&gt;• Sick Days: 15 (120 hours)&lt;br&gt;• (Over 12 months, based on full time appointment accruals)&lt;br&gt;• Other Leave&lt;br&gt;• Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year)&lt;br&gt;• Holidays Observed: 10&lt;br&gt;• Four Holidays are observed on an alternate schedule (Columbus Day, Veteran's Day, Martin Luther King Jr. Day, and President's Day). RRCC observes these holidays between Christmas Day and New Year’s Day, resulting in campus being closed from Christmas Day through New Year’s Day, with eligible employees on Holiday Leave&lt;br&gt;• Jury Leave&lt;br&gt;• Military Leave</td>
</tr>
<tr>
<td><strong>Online Application</strong></td>
<td>Click Here to Begin Your Application</td>
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Position Announcement:

Red Rocks Community College is seeking applications for a full-time Outdoor Education Program Specialist to join our Academic Affairs division.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our Vision and Mission, which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the RRCC Inclusion & Diversity webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting-edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor’s and Master’s degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Summary of Position:
The Program Specialist provides organizational support to and coordination of functions for multiple academic programs including Outdoor Education, Park Ranger Technology, Physical Education and Recreation programs.

Required Qualifications:
- BA/BS Associate’s degree or certificate in Outdoor Education, Project Management, Park Ranger/Natural Resources, Business Management or other academically related field.
  - SUBSTITUTION: A combination of education and directly related technical/paraprofessional work experience may be substituted on a year for year basis.
- One year of experience in (or one year of experience in any combination of the seven):
  - Completing and submitting governmental reports and documentation.
  - Applying for and overseeing permits for outdoor organizations.
  - Administrative supervision of employees.
  - Outdoor equipment management and maintenance.
  - Training, onboarding and coordinating employees.
  - Program management/coordination.
  - Project management.

Preferred Qualifications:
- Bachelor’s degree in Outdoor Education, Project Management, Park Ranger/Natural Resources or other academically related field.
- Current Wilderness First Responder Certification.
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

Required Knowledge, Skills, Abilities:
• Ability to create and keep deadlines, manage appointments, pay attention to details, keep work organized, manage competing priorities and plan, prioritize and achieve goals.
• Verbal and written communication skills including the ability to give and receive information accurately and present information to individuals.
• Ability to work independently with limited direction and oversight.
• Proficiency with Microsoft Office, particularly Word, Excel, Teams and Outlook.
• Proficiency with Adobe Acrobat Pro and other Adobe software.

Description of Position

• Assess Manage marketing efforts for the Outdoor Education department including; website updates, printed materials, etc.
• Serve as the point person for each of the departments for prospective students, current students, staff, instructors, faculty and outside agencies. Answer questions about each program, specific courses, ensure instructors have the resources needed to teach classes, communicate policies and procedures, etc.
• Acquire, complete and oversee federal, state, and regional permits for field-based courses.
• Assist outside vendors in understanding RRCC Policies and Resources associated with the provision of their course(s). Includes understanding the contracting, invoice processing and auditing, the promotion of the class, and RRCC requirements.
• Develop and implement an inventory control process, conduct equipment maintenance, and make equipment purchases in accordance with state purchasing guidelines. Assist faculty and instructors with equipment check-in and check-out.
• Advise external agencies and work with RRCC to facilitate the granting of academic credit for course work provided by contracted course instruction and for high schools for concurrent enrollment.
• Create evacuation plans according to risk management safety strategies and policies specific for each location of the field classes.
• Compile instructional packets for each field class including emergency contact forms, release of liability forms, evacuation plan, medical forms, travel forms, etc.
• Coordinate onboarding, training and payroll/scheduling for staff, instructors and faculty.
• Oversee the development of a risk management faculty program manual and training for assigned academic programs.
• Ensuring contract requirements are met, tracking invoices and coordinating courses with external agencies.
• Provide administrative support for the program advisory meetings. Schedule, make meeting arrangements, create the agenda, take notes, and produce minutes.
• Plan and coordinate annual Career Fair for the Outdoor Education and Park Ranger programs
How to Apply:

Complete applications must be received by 11:59 p.m. Sunday September 05, 2021. To apply for this position, click here to begin your application, including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial).

Additional upload sections are available in the application to include optional attachments.

Please note the following prior to beginning your application:

- Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
- As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
- You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
- Once you submit your application, you will no longer have an opportunity to review or make changes.
- You will receive a confirmation email once your application has been received.

Benefits:

RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the CCCS Employee Benefit Website.

The Assessment Process:

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. All applications received by the closing deadline listed on this announcement will be reviewed to determine if applicants meet required qualifications. All applicants meeting the required qualifications will be considered for an interview with the department.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

Transcripts Required:
An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

**Necessary Special Requirements:**

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

**Important Notes:**

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ethnic origin, pregnancy status, veteran’s status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.