



Montana Outdoor Science School Summer Programs Instructor Job Description

Position: Summer Programs Instructor

Location: MOSS Office, Bozeman, MT

Reports to: Program Manager

Status: Full-time, seasonal, non-exempt

Dates:

- Mandatory instructor training weekdays May 30 - June 7
- 10 weeks of instructing between June 10 - August 23 (with 1 week of unpaid vacation within the 11-week span)

Summary Description

Montana Outdoor Science School (MOSS) is a non-profit organization based in Bozeman, MT, that inspires curiosity, awareness, and understanding of nature and science through quality educational experiences. Established in 1994, MOSS facilitates outdoor experiences in schoolyards and camps for over 7,000 students throughout Montana.

The Summer Programs Instructor is responsible for implementing, evaluating, and maintaining safe, quality, and engaging educational programs - core to our mission. This position requires flexibility, creativity, and a commitment to the organization. Because of the diversity of students we serve (and staff we collaborate with), instructors should have the skills to address implicit bias and be culturally responsive in all interactions. We also encourage instructors to take an active role in improving our programs. Working in collaboration with a dedicated staff, committed board, and community partners, instructors are the cornerstone of our operations!

During the summer, MOSS leads 5-7 camps each week for students going into kindergarten through 9th grade. Our camps cover a variety of science topics - geology, hydrology, ecology, engineering, etc. - and all of them are place-based and take place almost entirely outdoors. Summer Program Instructors work with a co-instructor to instruct one of these camps each week.

Primary Duties

The Instructor is responsible for instructing assigned education programs. Responsibilities include but are not limited to the following:

1. **Educate students in grades K-9 in outdoor settings.**
 - a. Prepare to teach an outdoor-based science curriculum to diverse audiences.
 - b. Effectively manage logistical challenges and changes.
 - c. Successfully facilitate assigned programs.

- d. Work collaboratively with guest scientists, off-site staff, and all MOSS coworkers.
2. **Maintain curriculum materials and supplies.**
 - a. Keep materials organized, clean, and in good working order.
 - b. Communicate any supply concerns to the supervisor.
 3. **Engage in professional development.**
 - a. Participate in all MOSS staff development sessions, including staff training, staff meetings, and feedback/evaluation forms.
 - b. Seek out external professional development opportunities (funds available through MOSS)
 4. **Prioritize risk management.**
 - a. Ensure the safety of students during all programs.
 - b. Safely transport students in 15-passenger vans.
 - c. Be sensitive to the health and welfare of all participants by diligently following health protocols to ensure a safe environment for participants.
 - d. Diligently perform vehicle checks and appropriately communicate all maintenance needs or concerns to the supervisor.
 - e. Complete detailed incident reports when necessary.

Who Should Apply

You have experience successfully accomplishing similar duties as those listed above.

OR

You have related experience that translates well to the duties in the job description.

OR

You feel energized thinking about embarking on job duties you've never done before, and you're passionate about teaching in the outdoors.

Required qualifications

- Strong science and/or teaching background - either academic or practical experience.
- Must be 23 years of age with a valid driver's license and fewer than two moving violations in the past three years (in order to be insurable through our driver insurance)
- Must live near Bozeman, MT or be willing to commute/relocate
- Valid CPR and First-Aid certification (online certification not accepted) - if you have additional medical certification above and beyond what is required, please let us know as some specific MOSS programs require a Wilderness First Responder certification.
- Ability to pass a background check.

Compensation and Benefits

This position is paid at an hourly rate of \$20/hour with potential for raises each returning year.

Benefits of this position include

- MOSS program discounts. Discounts for summer camps, PIR days, Master Naturalist, Mindfulness in Nature, and other applicable courses.
- Access to ExpertVoice pro deals

- Spending work days immersed in nature
- Working in a humor-filled environment that encourages you to bring your whole self to the job

To Apply

Submit a resume and three references to kpittman@outdoorscience.org. We hire on a rolling basis, but we typically fill our summer staff positions by the end of February.

Equal Opportunity Statement

MOSS celebrates diversity and is committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills. A wider range of perspectives and backgrounds will help make MOSS a richer, more productive organization. We believe that all employees and applicants should be treated with dignity and respect. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status. MOSS will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the organization.

We acknowledge that some candidates may not feel their professional experience and skills are a close match for this role. We are aware that women and people of color are documented to be less likely to apply for jobs when they do not meet every qualification. Persons from all backgrounds, and specifically those from traditionally marginalized and/or underrepresented groups, are encouraged to apply. Please apply if you are passionate about this work and our mission calls to you.