



STATE OF COLORADO
invites applications for the position of:

Field Trip Coordinator

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway, Denver CO, 80203

SALARY: \$2,833.33 Monthly

OPENING DATE: 06/21/18

CLOSING DATE: 07/15/18 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



HISTORY Colorado

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan](#) or [PERA Defined Contribution Plan](#) plus 401K and 457 plans

[Medical and dental health plans](#)

Employer supplemented [Health Savings Account](#)

Paid life insurance

Short- and long-term disability coverage

10 paid holidays per year plus 12-16 hours of vacation and 6.66 hours of sick leave a month

Discounted [RTD EcoPass](#) (Denver Metro locations)

[BenefitHub](#) state employee discount program

[CafeWell](#) employee wellness program

Excellent work-life programs, such as flexible schedules, training and more

HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.

DESCRIPTION OF JOB:

This position exists to coordinate and provide organizational support to History Colorado's education programs by welcoming, checking in, and managing K12 school groups and summer camp groups. This is key customer service position that interfaces directly with teachers, chaperones and students. Position also supports Adult Public Programs and other History Colorado education programs.

Duties**School Program Support:**

Confirms school group visitation times with teachers, welcomes school groups to the museum, guides them to their facilitator, collects payment when needed, and sends email survey following visit. Confirms school walking tour times and sends follow-up emails and customer satisfaction survey. Also responsible for set up of the lunchroom, assigning rolling carts to schools for lunch storage during their visit. Schedules school group visits and public program reservations when the Reservation Coordinator is not able to. This position works as part of a team of volunteers, interns and staff that is responsible for providing an outstanding experience for school groups that visit the History Colorado Center.

- Provides administrative support for Tours & Treks, lectures, workshops, public programs, artifact kits, etc.
- Receives and transmits monies for some programs, preparing deposits, assisting preparing paperwork for payment to vendors, tour guides, and trek coordinators.
- Provides support for summer youth programs at the History Colorado Center including summer camps and youth group field trips. This includes summer camp check-in and lunchroom coordination.
- Assists with the development of Camp Colorado multi-use space in the lower level; creation of digital content for website and blogs; or setting up public programs.
- Works with volunteers, interns and temporary employees.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

A bachelor's degree in education, history, or a related field. Strong customer service skills, desire to work with the public, experience working with volunteers. Application of educational theory and of the various ways that people learn in informal learning environments.

Highly Desirable:

- Interpersonal and communication skills, both written and oral, attention to detail, initiative, and the ability to multitask and prioritize.
- Spanish speaking a plus.
- This position has a great amount of public exposure and the successful candidate will exude a professional image and will be comfortable leading a customer service oriented team.

Successful candidate must pass a criminal history background check prior to hire.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online application is the preferred method of applying for this announcement.

DEPARTMENT CONTACT INFORMATION:

Dany.McCoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #GCA-09636-6_18
FIELD TRIP COORDINATOR
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.
