

Every Kid Outdoors Education Guide

Job description

Santa Monica Mountains National Recreation Area (SMMNRA) is committed to creating outdoor educational opportunities for students to learn about the natural and cultural history of the Santa Monica Mountains and the surrounding public lands. Every Kid Outdoors (EKO) Education Guides will support these efforts through collaborative development of materials, moderation of programming and conducting interpretive programming. Selected individuals will play an integral part in efforts to reach students from across Los Angeles and Ventura Counties.

Major Duties

In Person

- Lead and support in person interactions with teachers and students while facilitating curriculum-based programs on site.
 - Hours will need to be recorded throughout the duration of the season.
- Assist with program planning and facilitation such as developing and preparing program materials, cleaning/repairing equipment, entering data, photographing events, uploading photos, and reviewing program materials.
- Actively participate in professional development opportunities and workshops.

Virtual

- Learn how to use and maintain hardware for distance learning.
- Develop/update downloadable content for students.
- Work with staff to help ensure content meets curriculum standards.
- Film, edit, and record media content for education purposes.
- Support application of current 508 compliance standards.

Benefits

- Through structured training led by park staff and on-the-job learning, outdoor education guides will increase their knowledge of outdoor education programming and practice. They will learn skills and techniques in program presentation for youth, and how to effectively engage students in both in-person and virtual capacity.
- Guides will be able to hone their skills in public speaking, time management, interpretation, and gain work experience in the field of outdoor education.
- Guides will gain insight on public land stewardship, mission comprehension, career opportunities. They will also learn about the local flora, fauna, human history, and recreational opportunities during training sessions.

- Guides will increase their interpersonal skills working daily with a cohesive team of interns, National Park Service staff, outdoor education partners, as well as volunteers.
- Upon funding approval, guides may be paid \$19.50-\$20.50 per hour.

Time commitment

- Available September 2026 through May 2027.
 - 32-Week Internship
- Part-time position; a strict commitment of 15 hours per week.
 - Programs may vary in time but occur primarily Tuesday through Friday, 8 AM - 2 PM.

Requirements

- Must be 18 years or older.
- Enthusiastic about being outdoors and working with elementary school students.
- Basic word processing computer skills.
- Ability to work well both independently and as part of a team, be detail-oriented, and organized.
- Good oral and written communication skills and ability to follow oral and written directions.
- Guides must wear a provided uniform shirt when working with the public.
- Must have reliable transportation.
- Must have a valid driver's license, good driving record and appropriate insurance coverage.
- Guides must have their own computer and access to reliable internet to conduct virtual programming, access online research materials, and attend virtual meetings.
- Housing is not available.

Work Site

Education guides' work environment will primarily be based out of Santa Monica Mountains National Recreation Area's Rancho Sierra Vista/Satwiwa park site. Virtual program duties will be conducted out of a designated studio space or, if necessary, from a remote location.

Knowledge and Skills

Individuals interested/curious in environmental studies, history, outdoor education, recreation and the desire to work outdoors with groups of diverse audiences will benefit from this experience. Outdoor experience and a love for hiking or exposing others to the natural world are also beneficial. Folks interested in building their public speaking skills will also benefit from this experience.

Orientation and Training

Must complete scheduled orientation and subsequent training sessions set for September 2026.

Physical Demands and Work Environment

- Work will involve physical activity, including hiking up to 1 mile, walking, bending and lifting equipment up to 25 lbs. There may also be periods of time when guides will be sitting or standing for extended periods of time. During program days, guides are physically active for up to 5 or 6 hours.
 - For telework or virtual workdays, interns will primarily be stationary and may include sitting for extended periods of time working on a computer.
- Outdoor temperatures may range from 40°-105° F. Indoor environments are climate controlled, this being the case in government buildings.
- Guides should anticipate working approximately 5-hours a day preparing for programs and/or working with students and connecting with teachers. The remaining time will be spent working on projects that require use of programs such as Canva and other learning management systems.
- Daily hours can be adjusted to accommodate school/work schedules.

Evaluation & Supervision

Selected individuals will be supervised by a staff member who is directly responsible for the work the guides are performing. The supervisor will conduct informal performance reviews to ensure that goals are being accomplished and that the job is rewarding and meeting the academic needs of guides. After observing and presenting a few initial programs/activities, guides will be coached, and feedback will be provided. The supervisor will be responsible for providing a schedule, setting up training and necessary paperwork. Should an individual require a project, the supervisor will work with the guide to develop projects and provide feedback. The supervisor will also complete any required college/university evaluations if required.

Uniforms

Education guides will be provided a uniform that includes a shirt and cap which will be clean and presentable when worn on duty in times of public contact. A partner jacket may be provided during cooler seasons. All other clothing will be provided by the intern. All clothes worn should be free of stains and tears/holes at the start of the workday. It is important to wear sturdy closed-toed shoes when out in the field.