

Hunter Education Instructor Position Description

**Title:**

Hunter Education Instructor

Supervisor:

Statewide Hunter Education Coordinator

Position Summary:

The Volunteer Instructor is a vital component of the Colorado Parks and Wildlife (CPW) Hunter Education Program. The quality of each student's hunter education experience depends directly on the quality of the course they attend, which is ultimately defined by the quality of the instructor and their instruction. To ensure the best possible hunter education instruction, CPW requires certain qualifications and training for its Volunteer Hunter Education Instructors. To begin the process of becoming a Hunter Education Instructor, an application must be filled out and submitted to the CPW Hunter Education Program.

Volunteer Requirements:

- Adult, 18 or Older.
- Must have Hunter Education Certificate (card).
- Complete instructor application, background check and interview.

Time Commitment:

Volunteer instructors are expected to volunteer a minimum of 10 hours each year in the Hunter Education Program. Traditional Hunter Ed classes require a minimum of 10 hours in the classroom, plus the written exam and live fire. Internet Conclusion Courses require a minimum of 4 hours of hands-on firearm safety activities, Colorado laws and regulations, plus the written exam and live fire.

Requirements:

- Attend a New Instructor Academy, which is a weekend-long training typically held twice a year.
- Volunteer a minimum of 10 hours in the Hunter Education Program each year.
- Attend one continuing education workshop every three years.
- Represent and support the mission of CPW professionally and responsibly.

Benefits:

- The opportunity to assist and mentor new hunters.
- Support and network with other Hunter Education Instructors.
- Attend professionally led continuing education opportunities.

Contact:

- Michael Gallegos, 303-291-7233, michael.gallegos@state.co.us
- Jordan Likes, 303-291-7264, jordan.likes@state.co.us

Hunter Education Instructor Application and Information



Prerequisites:

1. Must be 18 years of age or older (must be 21 to advance to the Instructor Level).
2. Must have successfully completed a **Hunter Education course** (regardless of age). **PLEASE NOTE:** Applicants will not be accepted until course is complete and confirmation is received.
3. Must have hunting experience.
4. Must have an e-mail address and phone number.

Colorado Parks and Wildlife will strive to recruit the most qualified instructors available. Our goal is to educate hunters to be safe, ethical, and legal. Further, we will strive to inform all interested students of the role of regulated hunting and wildlife management in the creation of a quality outdoor recreation experience. Volunteering to be a hunter education instructor is not a typical volunteer role. It takes a fair amount of time and commitment. Every instructor accepts responsibility for all volunteer agreements as listed in the Instructor Handbook. Please also understand that Hunter Education policies can change on a regular basis.

Application Process:

1. Prospective instructor completes application form and forwards to Hunter Education (HE) office.
2. The HE office will check prerequisites and conduct a criminal background check. (Applicant may be denied certification on the basis of this check.)
3. Applicant will be interviewed. This is mainly to explain the program and to see if the applicant is a good fit for the Hunter Education program. A recommendation will be submitted to the HE Administrator.
4. If accepted into the program, applicant (now referred to as Apprentice or Trainee) will be directed to a local volunteer Instructor or District Wildlife Manager (DWM) to complete the student teaching portion of the training. An electronic Instructor Handbook will be sent to the apprentice/trainee. More information about trainee promotion requirements can be found in the Position Description above.

If you have any questions, please call Michael Gallegos at (303) 291-7233.

EQUAL OPPORTUNITY STATEMENT - TITLE VI, CIVIL RIGHTS ACT

The Colorado Hunter Education program receives federal aid in fish and/or wildlife restoration pursuant to the Pittman-Robertson Act. Under Title VI of the Civil Rights Act of 1964, the U.S. Dept. of Interior prohibits discrimination on the basis of race, color, or national origin. Any instructor, student or other person who believes they have been discriminated against in any program, activity or facility or who desires further information regarding VI should contact the following office:

Chief, Office for Human Resources
U.S. Department of the Interior
Fish and Wildlife Service
Washington, D.C. 20240

Name: Last _____ First _____ MI _____ Date of Birth: _____

Gender: _____ Race/Ethnicity: _____

Please Note: (The race/ethnicity information provided above is voluntary and will be used for statistical reporting only.)

Mailing Address: _____ City: _____

County: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____

H.E. Card #: _____ State of Issue: _____ Date of Issue: _____

Driver's License Number: _____ State of Issue: _____ Exp Date: _____

Please Note: (Email address, one phone number and H.E Card are mandatory requirements; regardless of age. If the class was within the past 90 days, please include a copy of the front and back of your HE card.)

Emergency Contact: _____ Relationship: _____

Phone 1: _____ Phone 2: _____

If you are related to a CPW staff member or volunteer, please indicate who and the relationship:

If you have a specific Instructor you'd like to apprentice under, please list them below:

After reviewing this application and its attached Position Description, do you have any physical limitations that would affect your ability to fulfill all of the requirements of this volunteer position?

No ___ Yes ___ If yes, please explain: _____

Languages (other than English): _____

Certifications Completed:

CPR Expiration Date: _____

EMT Expiration Date: _____

First Aid Expiration Date: _____

Other : _____ Expiration Date: _____

Range Certification(s):

LE Expiration Date: _____

NRA Expiration Date: _____

Military Expiration Date: _____

How did you learn about the CPW Hunter Education Program?

Hunting experience is vital to be able to relate to student questions, please outline your hunting history:

Species _____ Years _____ Species _____ Years _____

Species _____ Years _____ Species _____ Years _____

Species _____ Years _____ Species _____ Years _____

Species _____ Years _____ Species _____ Years _____

Violations: Have you ever been convicted of a misdemeanor, felony, or any Parks and Wildlife violations? Yes _____ No _____

If yes, please explain including date(s): _____

Have you ever been a Hunter Education Instructor in another state? Yes _____ No _____

Which state(s)? _____ How long? _____

Do you have teaching experience other than Hunter Education? Yes _____ No _____

If yes, please describe: _____

Ideally, how many classes per year would you like to teach? _____

Why are you interested in becoming a Hunter Education Instructor?

**A background check may be run at any time as determined by Colorado Parks and Wildlife*

If appointed as a hunter education instructor, I will follow the course outlined by Colorado Parks and Wildlife. I will not knowingly certify any person who has not successfully completed the required hunter education course. I understand my instructor's card may be revoked and all materials returned to the Colorado Parks and Wildlife for noncompliance or other actions unbecoming an instructor. I further declare under penalty of perjury that the above statements are true and accurate. I hereby authorize the Colorado Parks and Wildlife to make additional inquiries to verify these statements, including a criminal background check.

Applicant's Signature _____ Date _____

(Please know that certain seasons are very busy for the Hunter Education office, and processing of applications may take longer than usual. We thank you, in advance, for your interest in the program!)

PLEASE EMAIL or MAIL YOUR COMPLETED APPLICATION TO
CPW Hunter Education Office at: 6060 Broadway, Denver, CO 80216
dnr_wildlife.huntered@state.co.us