

Position Title: Tours, Events, and Education Coordinator

Location: Glenwood Springs, Colorado

Hours/Compensation: Part-time (20–25 hrs/wk; some evenings and weekends required); \$25/hour; while this position is not eligible for medical, dental, or retirement benefits, paid sick leave at a rate of one hour for every 30 hours worked will accrue, in accordance with the Colorado Healthy Families and Workplaces Act.

To apply: Submit resume and cover letter to director@glenwoodhistory.org. For preferred consideration, apply by April 15, 2026.

Glenwood Springs Historical Society is a 501(c)(3) nonprofit organization dedicated to preserving and sharing the town's history.

Position Overview

The Tours, Events, and Education Coordinator leads the planning and delivery of guided tours, assists the Executive Director and Board of Directors in the implementation of fundraising events and other public programs, and plans and coordinates educational activities for local schools.

Tours

- Plan and lead guided history tours
- Coordinate and train volunteer tour guides and assistants
- Maintain and update tour scripts

Education

- Develop youth and adult programs aligned with local history
- Coordinate school field trips, including pre-visit materials
- Collaborate with local schools, libraries, and civic groups

Fundraising and Other Events

- Assist as needed

Qualifications

- Experience in conducting tours, event planning, education, museum work, or nonprofit programming
- Strong organizational and communication skills; able to work both independently and collaboratively
- Knowledge of local and state history preferred
- Bilingual (English/Spanish) a plus, but not required

Equal Employment Opportunity Statement

Glenwood Springs Historical Society is an Equal Opportunity Employer that does not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, or any other protected status under federal, state, or Colorado law.

Colorado Pay Transparency Compliance

In accordance with Colorado's Equal Pay for Equal Work Act (C.R.S. § 8-5-101 et seq.), this position's hourly compensation range is listed above.

Workers' Compensation and Unemployment

This position is covered under Colorado Workers' Compensation insurance and Colorado Unemployment Insurance laws.

At-Will Employment

Employment is at-will and may be terminated by either party at any time, with or without cause or notice.

Conflict of Interest

The employee must comply with the organization's Conflict of Interest Policy and annually disclose any potential conflicts.