

Position

Education Coordinator (part-time from mid-June to mid-August)

Description

The Education Coordinator's key role is to support OARS' objective to inspire the next generation of river stewards. They are responsible for leading, organizing and presenting OARS' education programs, primarily the Water Wise Workshops, a hands-on series of outdoor environmental workshops designed for ages 5 to 10; and other educational activities and outreach events. The focus is on children, with adult and family education possible. This is a part-time summer position at \$31 per hour plus travel reimbursement, no benefits. Approximately, 3 workshops per week over several weeks, plus training and preparation time, about 15 hours per week, totaling 80 to 100 hours over the summer.

Specific duties include:

1. Leading outdoor educational programs ensuring safety and excellence for participants and interns
2. Training and supervising one or two summer interns, high school or college students, to assist with the workshops
3. Scheduling and promoting (advertising) the workshops and other events
4. Coordinate with other staff to ensure efficient operations consistent with goals
5. Refining and revising program, curriculum, and workshop handbook as needed
6. Collecting and evaluating feedback, writing summary report
7. Participate in team-based office culture where all chip in on a variety of tasks

The Education Coordinator reports to OARS' Executive Director and receives support from OARS' Outreach, Education and Recreation Committee. In addition, the Education Coordinator will assist the Development Director in publicity and outreach efforts to communicate the mission and work of the organization, and support OARS activities and events as needed. If a summer intern is not hired, they will work with OARS staff when presenting workshops.

Qualifications

Education/Experience - Teaching experience is highly desirable, preferably in science and/or environmental education. Certified teachers and first-aid certification are encouraged. A demonstrated knowledge of, and interest in, the environmental conservation field and working with youth is preferred.

Motivation/Communications Skills – The Education Coordinator must have strong interpersonal and verbal communication skills. In addition, they must be very well organized and able to work independently. They must be comfortable with supervising high school and college student interns. Travel between the OARS office and workshop locations is required and reimbursed.