

THE POSITION

The Education Coordinator is responsible for coordinating efforts within the Preserves' Education Department. Teaches outdoor interpretive and interactive environmental education programs for youth and family groups. Coordinates the desert volunteer program and performs administrative and office support tasks, especially those related to volunteer management. Assists in the planning and implementing education strategies within program guidelines. Develops, coordinates, and, assists with educational and public programs; performs public contact and outreach. Requires weekend work.

Provides support for Outdoor Education Manager and guidance and for Seasonal Naturalist, Docents, and Volunteers. The Education Coordinator reports directly to the Outdoor Education Manager and Regional Director.

ORGANIZATION

The Wildlands Conservancy (TWC) is a private nonprofit public benefit organization dedicated to preserve the beauty and biodiversity of the earth and to provide programs so that children may know the wonder and joy of nature.

LOCATION

The Whitewater Preserve, a 2,851-acre nature preserve located 5 miles north of Interstate 10 between Palm Springs and Cabazon in Whitewater, CA. Programs will also be conducted at the Mission Creek Preserve at various times throughout the year.

ESSENTIAL FUNCTIONS

Actively represents and promotes TWC's mission and interests through involvement with visitors, teachers, education professionals, students, residents and community groups, as well as governmental and business entities in the local area.

Works closely with the Outdoor Education Manager to develop and execute educational programs for elementary schools, middle schools, high schools, colleges, as well other family and community groups. Assists with the planning and coordination and scheduling of schools or special groups. Acts a secondary point of contact for booking school programs; helps to ensure that teachers have proper information and any pre/post program material.

Assists Outdoor Education Manager in all manners of statistical research and record keeping, data updating and input, fundraising, grant seeking, school correspondences, staff training, inventory completion, training and acknowledgement, scheduling and recruiting community groups for programs, and leading service learning projects.

Assists in creating and coordinating volunteer efforts and support functions pertaining to the department. Participates in volunteer outreach, recruitment, and placement, matching volunteer skills and interests with community and partner organization needs. Identifies, maintains and distributes relevant educational information and materials to volunteers through orientations, workshops, weekly talks, and other appropriate avenues. Manages the docent schedule.

Coordinates activities to ensure education goals and objectives are met; assists in prioritizing the department's tasks.

Serves as an active member of the Outdoor Education Advisory Committee. May participate in the Safety Advisory Committee.

Maintain educational program and informational materials and program sites.

Maintains count of attendees for public, private, and school programs.

Performs the duties of a Naturalist including teaching while walking up to six and a half miles a day in uneven desert terrain in a variety of weather conditions. Involve students in spontaneous interactive learning exercises.

Responsible for leading community groups and programs; recruits, trains staff appropriately, prepares for, and provides assistance for the programs.

Performs duties relating to the coordination and preparation of special events.

Under the purview of Executive Headquarters and within branding specifications assists in maintaining the social media presence for the Oak Glen Preserve. In addition to creating promotional materials such as flyers, public service announcements, and email communication for events, programs, and notices. This includes organizing a seasonal calendar as well as producing content for the Desert Region newsletter.

Performs office duties including and not limited to answering phones, taking reservations, scanning documents, filing, keeping statistics, data input, tracking liability waivers, and other paperwork.

Greets public visitors, provides information, ensures their safety and enforces Preserve rules and regulations.

Assists with regular cleaning and organizing of the Preserve office, in addition to cleaning and stocking restrooms on a daily basis. Reports safety hazards or maintenance needs as necessary.

Performs other duties relating to land stewardship, education, and clerical functions as assigned.

QUALIFICATIONS

- At least 18 years of age.
- Related experience and interpretive skills.
- Experience in administering and conducting education programs. Experience working with multiple age groups and cultures in the natural sciences, environmental education, and recreation or have three years of college course work in a related field.
- Passionate about the outdoors, have a personal dedication to environmental conservation and education.
- Ability to operate a motor vehicle, valid California Driver License, and ability to be insured under TWC's auto insurance policy per the Driver Acceptability Standards.
- Pass Live Scan criminal history background check and TB clearance.
- Current CPR/First Aid training or ability to acquire within ninety days of hire.

COMPETENCY REQUIREMENT

- Effectively teach and interpret interactive outdoor programs to children and adults.
- Excellent communication (written and verbal in English), professional writing and presentation skills.
- Handle difficult student or staff behavior effectively and with discretion.
- Demonstrate effective use of leadership and decision making techniques.
- Strong computer skills in windows based PC applications, typing speed of 35 wpm. Proficient in G- Suite Google Cloud (previously Google Apps).
- Work with minimal direct supervision.
- Positive, upbeat, and enthusiastic about working in a non-profit environment.

PHYSICAL DEMANDS

- Lead education based hikes up to six and a half miles per day in uneven desert terrain in a variety of weather conditions.
- Perform other routine walking, standing, sitting, reaching, bending, kneeling, speaking, learning, and seeing.

- Perform standard office functions such as filing, typing, learning, photocopying, scanning, speaking on radio, telephone, and in person. Lift carry, pull and push a minimum of 30 pounds.
- operating a motor vehicle.

COMPENSATION

\$16.00 per hour

CLASSIFICATION

Non-exempt, Full-time, 40 hours per week with benefits

EQUAL OPPORTUNITY EMPLOYMENT

The Wildlands Conservancy is an Equal Opportunity Employer. The Wildlands Conservancy does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.

AT-WILL EMPLOYMENT

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Employment with The Wildlands Conservancy is for an unspecified term and is based upon mutual consent and may be terminated at will by either party. Therefore, employment and compensation may be terminated by TWC or me “at-will” at any time, for any or for no reason, with or without cause or prior notice.

Additionally, I understand and agree that the at-will nature of employment relationship with TWC means that the terms of employment at TWC, including but not limited to, promotion, demotion, discipline, transfers, layoff, compensation, benefits, job duties and responsibilities, hours and schedules, work assignments, and location of work, may be changed by TWC at any time, with or without notice, and for any or for no reason. Although other terms or conditions of employment may change, this at-will aspect of my employment relationship will remain in effect throughout my employment with TWC, unless there is a written agreement to the contrary.

HOW TO APPLY

E-mail your resume and cover letter stating the position you are applying for in the subject line to: jobs@twc-ca.org

FILING DEADLINE:

Open until filled