



Title: Environmental Programs Coordinator

Reports to: Director of Programs & Marketing

Hours: Approximately 30 hours per week

Salary: Commensurate with experience and position

Position Summary

The Environmental Programs Coordinator plans and implements activities for Conservation Foundation's educational programming and the Youth in Nature (YIN) initiative. The goals of the educational programming are to engage people in our mission, instill a love of nature and conservation and increase volunteer engagement. The YIN initiative is designed to give at-risk youth WOW! moments in nature.

Duties and Responsibilities

- Develop monthly programs designed to introduce people to our mission, and educate for responsible land stewardship
- Develop, schedule and execute comprehensive spring and summer programming that accommodates the diverse needs of our at-risk youth partners
- Develop and maintain partnerships, youth serving, corporate, and other
- Support the Director of Programs & Marketing in promoting public programs
- Recruit, train, and manage volunteers to coordinate, develop and execute youth and adult programs
- Develop, manage and execute the Wild About Nature Festival, collaboratively working with the Events & Rental Coordinator
- Manage program finances and work within the budget
- Manage and maintain confidentiality for volunteer background checks
- Support the Director of Philanthropy in grant writing and reporting

- Participate as a fully productive member of staff by effectively communicating, collaborating to achieve goals, supporting and contributing to efforts of others, adhering to Conservation Foundation's standards and practices, procedures and policies and maintaining confidentiality

Knowledge, Skills, and Abilities

Required:

- High degree of organization, attention to detail, and ability to multitask
- Excellent verbal communication skills with the ability to simultaneously entertain, instruct, and maintain safety at the highest level
- Experience working with children in formal or informal settings
- Experience working with underserved populations
- Fundamental knowledge of environmental and conservation issues
- Ability to work independently and efficiently with limited oversight
- Physical fitness and ability to lift 20 lbs
- Proficient paddling skills and water safety knowledge
- Current Adult and Pediatric First Aid certification and CPR certification
- Ability to swim
- Ability to be flexible and calm
- Ability to make sound decision about group and individual safety
- Ability to develop and execute fun and engaging outdoor activities
- Four-year college degree
- Valid driver's license
- Subject to a background check
- Willingness to work a flexible schedule

Preferred:

- ACA (L1 and/or L2) training
- Experience with outdoor education (Project WILD, etc.)
- Expert knowledge of environmental and conservation issues