

Nisqually Reach Nature Center

Education Coordinator Position Description

To apply, send a resume and cover letter to April Roe at aprilroe@nisquallyestuary.org by June 28, 2020

Position Information		
Position Title: Education Coordinator	Work Schedule: Temporary/Seasonal, Summer 100 hours max	Salary: \$15/hr
Position Objective		
<p>The Nisqually Reach Nature Center’s mission is to promote the understanding, appreciation, and conservation of the Nisqually Estuary through education, interpretation, and citizen science.</p> <p>Reporting to the Education Director, the Education Coordinator supports NRNC’s mission by providing youth with high quality educational summer camp programming related to the Nisqually Estuary. The Education Coordinator ensures students gain access, exposure, and understanding of the Nisqually Estuary by using inquiry based science activities on the beach. This position assists the Education Director with NRNC’s summer camps, which aims to provide youth with a lasting positive connection to the Nisqually Estuary.</p>		
Assigned Work Activities (Duties and Tasks)		
% of time	List the assigned work in order of importance.	
80%	<p>Duty: Assist in leading summer day camps</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • Supporting Education Director in camp programming • Leading engaging and informative educational programs during summer camp • Supervising volunteer summer camp counselors • Supervising youth camp participants to ensure health and safety of all participants • Maintaining and cleaning program equipment and ensuring nature center is orderly • Following and ensuring all program participants are abiding by NRNC’s policies and procedures 	
20%	<p>Duty: Assist with preparing for summer day camps</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • Assisting with planning curriculum/schedules for each camp session • Creating and printing summer camp workbooks for participants • Organizing and maintaining summer camp files • Communicating with parents and guardians • Shopping for and securing summer camp materials as needed 	

Working Conditions

Work Setting, including hazards:	Willing and able to work indoors in an open office environment with conversation and other noise distractions, with or without an accommodation. Willing and able to work in a fast-paced office with multiple assignments and priority deadlines. Willing and able to work outdoors in adverse weather conditions. May work remotely.
Schedule (i.e., hours and days):	Must be available to work all summer camp days as outlined below and other days for prep work and training (coordinated with the Education Director). July 20-22 (7:45 AM – 5 PM) August 3-5 (7:45 AM – 5 PM) August 19-21 (7:45 AM – 5 PM)
Travel Requirements:	Willing and able to provide own vehicle for transportation.
Tools and Equipment:	Willing and able to operate telephones, computers, printers, fax machines, copiers, and other office equipment.
Customer Interactions:	Willing and able to have daily interaction with members of the public. Must be able to effectively manage stressful customer interactions, including angry customers.
Other:	Willing and able to maintain confidentiality in the performance of the position.

Qualifications

Required Qualifications - NOTE: Experience may have been gained concurrently.

- College coursework in biology, ecology, environmental science, natural science, aquatic science, fisheries, or closely related field and 1 year of experience in education, environmental education, marine sciences, natural sciences, or a closely allied field.
- Demonstrated public speaking and/or teaching experience.
- Excellent communication, writing, and interpersonal skills.
- Able to work with minimal supervision while understanding the necessity for communicating and coordinating work efforts with others.
- Must be able to work in a team environment.
- Computer proficiency: word processing, spreadsheets, Internet research, and databases.
- Performs work with utmost honesty and integrity.
- Criminal background check is required.
- Understands and appreciates importance of extraordinary customer service.

As well as the following competencies:

- **Accountability:** Accepts personal responsibility for the quality and timeliness of work. Can be relied on to achieve excellent results with minimal oversight. Exhibits regular work attendance and punctuality. Models a high performance work ethic.
- **Achievement Orientation:** Demonstrates an ongoing commitment to development and learning and meeting work-related expectations, objectives, and timelines. Meets deadlines and fulfills commitments.
- **Adaptability and flexibility:** Adapts easily to changing business needs, conditions, and work responsibilities.
- **Analysis and Problem Solving:** Identifies issues, researches options, and recommends effective solutions. Communicates and collaborates with the appropriate people and through appropriate channels to solve problems. Recognizes the scope of problems and understands the impact of change on others.
- **Communication:** Demonstrates ability to effectively give and receive information both orally and in writing to diverse audiences. Speaks and writes clearly and concisely avoiding bureaucratic language and jargon whenever possible. Consistently complies with accepted rules of English grammar and composition.
- **Cultural Competency:** Interacts professionally, sensitively, and effectively with persons of all ages and sexual orientation, and from diverse cultural, racial, ethnic, socioeconomic, educational, and professional backgrounds.

- **Customer Service Orientation:** Consistently demonstrates an interest in customers. Provides products and services that meet or exceed customer expectations. Seeks to understand issues from the customer perspectives. Takes initiative to influence changes to processes that do not provide value to customers.
- **Ethics:** Uses state equipment and resources wisely, conforming to agency policy on use of internet and email. Maintains confidentiality of information accessed in the performance of duties, adhering to agency policy and office expectations.
- **Integrity:** Earns the trust, respect, and confidence of managers, supervisors, staff, and customers through consistent honesty, forthrightness, and professionalism in all interactions. Models trustworthiness, sensitivity, tact, and discretion. Shares information appropriately.
- **Interpersonal Skills:** Seeks to understand others through active listening. Gives and accepts constructive feedback. Interacts with others in a professional and respectful manner. Works proactively and constructively to resolve disagreements.

Desired Qualifications – NOTE: Experience may have been gained concurrently.

- First Aid/CPR Certification (Current)
- Bachelor's degree in in biology, ecology, environmental science, natural science, aquatic science, fisheries, or education