

## **Explore Outdoors! Education Coordinator**

### **Job description**

#### **Overview:**

Half-time position managing the Explore Outdoors! (E/O) program, a collaboration of Downeast Audubon (DEA) and Great Pond Mountain Conservation Trust (GPMCT). The Education Coordinator is responsible for managing, development, and delivery of outdoor education programming to schools and other public organizations in the greater Bucksport and Ellsworth areas.

#### **Supervision:**

The Education Coordinator reports to the Explore Outdoors! Advisory Committee, consisting of representatives from DEA and GPMCT. Day-to-day supervision is provided by the GPMCT executive director.

#### **Responsibilities:**

##### Program Development & Delivery

- Working with teachers and administrators to meet environmental, science, and educational standards through outdoor programming
- Promote existing and new programs to teachers and administrators in schools
- Delivering environmental education programs to schools and other youth organizations
  - Use existing E/O curricula, as well as Project WILD, Project Learning Tree, etc. to get students outdoors and connected to their local environment
  - Help schools access additional environmental education resources such as Birdsacre, Chewonki, Maine Audubon, etc.
  - Develop science-in-a-box kits for use in the schoolyard or on land trust property
  - Facilitate volunteer and teacher training in managing children in the outdoors
  - Pursue continuing education opportunities
- Recruiting and managing volunteers to deliver programs
- Organizing, planning, and advertising family events

##### Outreach activities

- Advertise events on website, social media and in print
- Recruit and recognize volunteers
- Maintain simple website and blog
- Provide Facebook and Instagram content to support and promote programs

##### Administrative Duties

- Maintain Google calendar, program records, volunteer hours, contact information
- Meet with E/O advisory committee bi-monthly
- Comply with Best Management Practices for outdoor education
- Develop criteria for evaluating success
- Manage budget

**Qualifications:**

- Demonstrated ability to quickly connect with educators, children and adults
- Experience teaching in a variety of situations, including outdoors
- Excellent interpersonal skills with people of all ages
- Demonstrated ability to work independently, and create and work in partnerships
- Entrepreneurial approach to developing funding and expanding programming
- Natural science background, especially ornithology and natural resource management
- Outdoor/wilderness leadership skills
- Must meet school requirements for background check and volunteer training
- Current CPR and First Aid or willingness to obtain