

Job title	<i>After School Program Lead Educator</i>	FTE/status	<i>20 hrs/week</i>
Reports to	<i>Education Director</i>	Salary Range	<i>\$25.09-\$27.66/hr</i>

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Job purpose

A Wenatchee River Institute (WRI) After School Program Lead Educator will work with us towards our mission of connecting people, communities and the natural world. The After School Program (ASP) Lead Educator will report to the Education Director and work with WRI's other Youth Educators. This role will be key in developing the structure for this program. This will include implementing and improving program plans and leading four days per week of programing (currently for students in grades K-3).

Duties and responsibilities

The primary focus of this role is to implement the After School Program at WRI. The following list of job duties is not an exhaustive list of all tasks associated with the position.

Responsibility: Program Implementation & Operations

- Teach hands-on, natural science education and outdoor recreation programs in outdoor and indoor settings on our campus and at off-site locations
- Manage participants' physical, social, and emotional safety/risk
- Establish and maintain communication and relations with parents/guardians of participants
- Assist with program registration
- Collaborate with Community Programs and Youth Programs staff as needed
- Teach programs as part of a team
- Assist and support volunteers and high school or college interns
- Operate and maintain lab equipment and field equipment

Responsibility: Program Development

- Develop lessons and activities for After School Program

Responsibility: Program Sustainability

- Support Wenatchee River Institute mission and community outreach
- Support evaluation of impact of After School Programs
- Share campus stewardship responsibilities
- Take photos of programs and manage for social media and marketing use

Qualifications

Studies have shown that women and BIPOC candidates are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role. Your skills, experience, and education can come from personal interests, self-directed learning, community roles, and life experiences. We strongly encourage you to apply if you are interested in the position, even if you do not believe that you meet all the qualifications.

The candidate must be self-motivated, reliable, punctual, and able to work effectively with the public.

Minimum Qualifications include:

- Have an interest in, respect for, and ability to work with youth and adults
- Have an interest in science, environmental studies, nature, or related field and an interest in sharing this subject with other people
- Commitment to stewardship, conservation, and connecting people to the natural world
- Commitment to equity, diversity, and inclusion within teaching and community
- Ability to work actively outdoors in a variety of conditions and share a tight office space
- Ability to be flexible and adapt to changing circumstances
- Ability to get to WRI campus and other programming sites in and around Leavenworth and Wenatchee
- Current First Aid and CPR certifications or willingness to obtain
- Have a valid driver's license with an acceptable driving record for the past three years

Preferred Qualifications include:

- Ability to lead programs in Spanish
- Experience working with youth
- Experience leading and developing new educational programs
- Experience coordinating parents, volunteers and other staff members
- Ability to assess risk and recognize opportunities to engage students in "wow" moments

Working conditions

The typical work schedule is 2:00pm-6:00pm, Monday through Thursday, with kids in program approximately 2:45pm-5:30pm. There are four hours for planning to be used throughout the week. Wenatchee River Institute maintains a positive work environment allowing staff to work in various locations and have flexibility in scheduling depending on workload and programming. Employees are expected to always dress and act in an appropriately professional manner while representing WRI, use good judgement and make sound decisions in the absence of specific directions. Working hours will vary depending on programming.

Physical requirements

The ASP Lead Educator will work with staff, students, and volunteers in an outdoor setting. Candidates must be physically fit and capable of strenuous work on uneven terrain. Candidates must also be able to work in variable weather conditions (heat, rain, snow) and have adequate personal outdoor clothing to ensure comfort.

Direct reports

None.

Benefits

- Paid time off: vacation, sick leave, and holidays
 - Access to Simple IRA with employer match (up to 3%)
-