

Job title	<i>Youth Programs Coordinator</i>	FTE/status	<i>0.8-1.0 FTE, non-exempt</i>
Reports to	<i>Education Director</i>	Salary Range	<i>\$17.50-\$20.00/hour</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

WRI Youth Education programs serve both school district and community needs through our school-based programs, community-based day camps, and traveling planetarium programs. Currently, our youth programs primarily serve students in grades K-5. This position will manage many of WRI's Youth Education programs, act as lead educator, and support the work of the Education Director. As Wenatchee River Institute adapts our programs to meet the needs of our schools and communities during the 2020-2021 school year, the Youth Programs Coordinator will play a key role in curriculum development for new programs. This position is grant funded for one year, with the potential for extension.

Duties and responsibilities

The Youth Programs Coordinator will be responsible for coordination of the WRI Youth Education programs including: education staff, students, local K-12 teachers, volunteers, facilities, supplies, and other educational program resources to fulfill the mission of WRI. This position will have a strong emphasis on curriculum development.

Program Implementation & Operations

- As a lead educator (as part of a team) provides hands-on, natural science education programs in both classroom and outdoor settings at Wenatchee River Institute and off-site locations, as well as providing education in a virtual environment
- Oversee operation and maintenance of lab and field education equipment
- Manage for all youth education participants' physical, social, and emotional safety
- Recruit, train, and manage volunteers for WRI education programs
- Train other staff on newly developed curriculum

Program Development

- Develop curriculum for Youth Education programs
- Work collaboratively with the Education Director to develop and maintain WRI Youth Education goals, outcomes, curriculum, programming, and protocols
- Develop and implement program evaluations
- Seek out opportunities for new partnerships, creative programming, and curriculum improvement

Program Sustainability

- Assist in grant writing, fundraising, and other activities that foster the mission of the Wenatchee River Institute
- Maintain friendly and productive working relationships with staff, board, volunteers, students, teachers, parents, administrators, colleges, media, foundations, and the general public
- Share in campus stewardship responsibilities
- Participate in Wenatchee River Institute community outreach and fundraising events
- Participate in development and implementation of marketing and promotion of Youth Education programs
- Participate in program budget development and management

Qualifications

The candidate must be organized, self-motivated, reliable, punctual, able to work independently without direct supervision, and be an effective, positive team member and leader of Youth Education staff and volunteers.

Minimum Qualifications include:

- Relevant experience in teaching youth in a formal or informal capacity, particularly grades K-5
- Experience developing and implementing curriculum
- Bachelor's degree in a relevant field or equivalent experience
- Experience with program coordination
- Experience working with people of all ages and backgrounds outdoors in a variety of conditions
- Current First Aid & CPR certification (or ability to obtain upon hire)
- Excellent communication skills and proficiency in Microsoft Office programs
- Commitment to stewardship, conservation, and connecting youth to the natural world
- Commitment to diversity, equity, and inclusion in teaching and community
- Pass a background check

Preferred Qualifications include:

- WFA/WFR certification
- Knowledge of Central Washington flora & fauna
- Knowledge of K-12 Washington State education standards and Next Generation Science Standards
- Familiarity with technology in the classroom
- Spanish speaker

Working conditions

Wenatchee River Institute maintains a positive work environment allowing for staff to work in various locations and have flexibility in scheduling depending on workload and programming. All Youth Education staff are expected to be able to work outdoors in a variety of conditions, be flexible and adjust quickly to changing circumstances. Approximately 50 percent of time spent will be in a shared office environment.

Employees are expected to dress and act in an appropriately professional manner at all times while representing WRI, use good judgement and make sound decisions in the absence of specific directions.

Working hours will vary depending on programming. Some weekend, holiday, and evening work may be required of all staff. Ability to be flexible and adjust quickly to changing circumstances

Physical requirements

The Youth Programs Coordinator will regularly be working with fellow staff, students, and volunteers in an outdoor setting. Candidates must be physically fit and capable of strenuous work on uneven terrain. Candidates must also have the ability to work in variable weather conditions (heat, rain, snow) and have adequate personal outdoor clothing to ensure comfort. This position will also regularly be working in an office environment and must be able to work at a desk for up to 8 hours at a time.

Direct reports

Field Educators (1-2)
Camp Staff (seasonal)
Volunteers

Benefits

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

To Apply

Send a cover letter, resume, and contact information for 3 professional references to:

Rebecca Ryan

Email: rryan@wenatcheeriverinstitute.org

Mail: PO Box 2073, Leavenworth, WA 98826

Applications will be reviewed as they are received with a priority application deadline of August 5, 2020. This position is intended to begin by mid-September.
