



Nature Education Coordinator Wild Bear Nature Center

Our mission is to inspire a life-long connection to nature and community through creative exploration of the outdoors. We are seeking an education coordinator who is creative and child and family centered, who shares a love of nature through cutting edge teaching models.

Compensation:

\$30k with benefits

Job description: Work directly with Nature Education Director to implement and oversee all youth programs as part of our team of educators in creating creative programs for youth ages 3 years to 12 years.

Job Responsibilities:

Implementation of all educational programs with Wild Bear Education Team

- School Year Youth Programs
- Summer Youth Camp
- Outreach programs

Job duties:

Youth Programs:

1. Materials/planning support to staff with direction from Nature Education Director (NED): Clean/organize/help develop kits specific to educational programs or those that are materials intensive.
2. Teaching nature education programs when needed in all programs
3. Transporting children to outdoor locations when needed
4. Assisting with child management support communication with NED when needed
5. Work with NED to solicit/engage experts to enhance programs, considering overlap with adult/family workshops
6. Develop and track materials budget (snack, educational materials) with NED to present to the board annually.

Outreach programs

1. Booking and communication with school groups
2. With NED, develop and formalize outreach programs
3. Prepare program materials prior to visit within budget constraints per NED
4. Teach Outreach Programs when needed
5. Provide evaluations to every school/group/family for feedback
6. Initiate and review evaluations for all youth programs. Set goals with NED

Wild Bear Nature Center

www.wildbear.org

303.258.0495

7. Maintain a high standard for children's behavior in all programs with support and follow-up with responsible staff.

All staff are required to assist in certain areas when needed:

- Clean up the center when needed each day,
- Marketing: talking to parents, sending emails, bringing posters/brochures to local establishments

Education Coordinator Profile:

- Natural History knowledge, skills, interest, and experience
- Creative and art focus for program planning and implementation
- Creative problem solving and educational mindset
- Excellent organizational skills and use of tools for follow up (day timer, calendar, etc.)
- Excellent communication skills with staff and constituents
- Takes the ball and runs: self-motivated with excellent follow through
- Ability to prioritize
- Models excellent teaching strategies and trains staff to improve programming
- Seeks out training to improve and enhance leadership in programs and program development
- Strong work ethic
- Ability to self-start and work as a member of a team
- Strong presentation skills

Position Qualification Requirements:

- Bachelor's degree or higher in a related field or qualified experience of 3 years or more
- At least 1 year of place-based, experiential environmental education/teaching experience with various age groups
- Experience and/or education in curriculum development and program planning
- Experience in supervising other staff members/volunteers
- Experience with Microsoft Word, Excel, PowerPoint etc.
- Ability to pass an FBI background check

Send resume, cover letter, and at least three professional references to education@wildbear.org to apply.