



Grand Traverse Conservation District

Position Description: EDUCATION COORDINATOR

DATE PREPARED: 9 January 2012

APPROVED BY BOARD ON: 12 January 2012

ABOUT THE GRAND TRAVERSE CONSERVATION DISTRICT

The Grand Traverse Conservation District (www.natureiscalling.org) is a community-serving organization that cares for the people and places that make Northwest Michigan so special—our local farms, our schools, and our exquisite rivers, lakes and natural areas. Our full time staff of sixteen education and conservation experts delivers a variety of programs and services that serve our mission to inspire exploration, appreciation and conservation of our natural world.

POSITION OBJECTIVE:

To work in partnership with Grand Traverse Conservation District (GTCD) staff, volunteers and supporters to promote the GTCD's mission by developing, delivering and providing for the ongoing vitality of environmental education programs and exhibits at the Boardman River Nature Center and throughout the community.

RELATIONSHIPS:

Reports to: Education Director

Primary relationships: Education Team and Conservation Team

Secondary relationships: Marketing and Development Team

Supervises: Volunteers, interns and seasonal education staff

RESPONSIBILITIES:

- Develop, schedule, promote and deliver environmental education programs for K-12 students, teachers and the general public in a variety of settings.
- Develop and oversee approximately eight (8), week-long summer day camp programs for youth.
- Develop, install and maintain hands-on activities and displays in the Boardman River Nature Center exhibit hall; acquire and maintain exhibits (including live animal exhibits).
- Train, supervise and evaluate volunteers, interns and seasonal education staff.
- Assist with planning and delivering GTCD events, including the Boardman River Nature Fest, the Conservation Celebration and the Native Plant and Seedling Sales.
- Work in partnership with the GTCD Management Team to enhance the Boardman River Nature Center visitor experience, and to identify and expand education programs to serve new audiences throughout the Grand Traverse region.
- Develop and maintain a positive, welcoming and cooperative relationship with Nature Center users, partners and other stakeholders.

- Assist with retail sales and inventory as needed.
- Assist with administrative and other duties as assigned.

QUALIFICATIONS:

EDUCATION: Bachelor's degree in science, education or related fields. Master's degree preferred.

EXPERIENCE: Minimum three years proven experience leading the development, implementation and evaluation of environmental education and interpretation programs and events. Supervisory and strategic planning experience preferred.

ABILITIES:

- Developing and delivering environmental education programs.
- Exceptional organizational and presentation skills.
- Excellent oral, telephonic and written communication skills.
- A team player with excellent social and interpersonal skills; can relate positively with people of different ages, cultures and abilities.
- Critical thinking and predilection for strategic planning and visioning.
- Working knowledge of natural history, ecological principals and environmental stewardship preferred.
- Computer literacy including Microsoft Office and web applications.
- Current certification in CPR and basic first aid, or willingness and ability to acquire these certifications.
- Maintains a valid driver's license.

ADDITIONAL REQUIREMENTS:

1. Lifts and handles materials of up to 35 pounds without assistance.
2. Safely operates a motor vehicle and is licensed to do so.
3. Communicates effectively, both verbally and in writing, in the English language.
4. Able to work efficiently outdoors in varying conditions and terrain.
5. Must be able to work flexible hours, including some evenings and weekends.

COMPENSATION:

The Education Coordinator is a full time position exempt from overtime requirements. Salary range: \$30,000 - \$34,000. Benefits include 8 paid holidays/personal days, 12 vacation days, up to 12 paid sick days per year and health benefits.

PREFERRED START DATE: 19 March 2012

TO APPLY: Please email completed application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to GTCD Education Director Colleen Masterson-Bzdok at cmasterson@gtcd.org. The application can be found on the GTCD website www.natureiscalling.org.

Applications must be received no later than 4:30 PM EST, Friday 3 February 2012.

The Grand Traverse Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status.