

School Program and Summer Camp Coordinator

Application due February 10th, 2017

Interviews begin on rolling basis

This is a year-round senior staff position ideal for those who are looking to take the next step along their informal education, or interpretation career paths. The School Program Coordinator works with teachers to schedule, plan and deliver great programs for their students with our Education team. This person is responsible for overseeing educators while they are teaching with the School Program and teaching as necessary as well as providing evaluation for educators several times a year. Responsibilities include curriculum development and developing new programming for the organization, participation in hiring seasonal staff including Summer Camp Counselors. The School Program Coordinator takes the lead for a significant portion of Educator and Counselor training. They attend Camp Fairs and exhibit throughout the area to do marketing and attract new participants to the programs. The position includes on-call responsibilities and supervision of seasonal staff. Ideal candidates are self-motivated, organized and flexible individuals with a passion for education and the environment. Best fit individuals will demonstrate creative problem solving skills, the ability to work well independently and as part of a team and a reasonable level of physical fitness.

Essential Functions

- Coordinates the daily planning and functions of the school program, including scheduling, communication with teachers, and oversight of teaching staff.
- Assists with development of new programs and long range plans; assists in implementing department policies/procedures, development/coordination of various classes, courses, workshops, seminars, and other activities; develops and teaches youth and adult-level classes.
- Plans programs, makes necessary arrangements, and develops schedules, oversees emailing of information and appropriate forms to group coordinators or participants.
- Assists the Education Director in hiring and advertising for Educators for following year; hiring and advertising for summer camp counselors.
- Assists the Education Director in training seasonal education staff throughout the year. This includes assisting in development of training schedules, updating training manuals, preparing housing for seasonal staff arrival, program training, assistance in acquiring NASA security clearance, and assistance in obtaining a Commercial Driver's license.
- Directly supervises the Educators when they teach with the school program. Supervision responsibilities include evaluating Educator's teaching performance initially during training, mid-way through their first season, and at the end of their first season.
- Assists the Education Director in development, scheduling, and day to day management of the summer camp programs.
- Participates in all education staff meetings and meetings of the leadership team.
- The School Program Coordinator develops the budget for the School Program and for summer camps and is responsible for managing the budget with the Education Director throughout the year.
- Learn and teach marine science environmental education programs for middle and high school students, adults and families.

Additional Functions

- Operates a motor vehicle (includes bus) to transport program participants or to conduct other work activities. Tows a trailer with bikes or kayaks using a 15-passenger van or truck.
- Operate or crew on research vessels of various sizes and function, including kayaks.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

Qualifications:

- A Bachelor's or Master's degree in Environmental Education, Marine Science, Biology, Ecology, Environmental Science or closely related field
- Must be a US citizen with the ability to submit background record to NASA to obtain security clearance.
- 2+ years of experience working in residential environmental education or interpretation, summer camps and/or nature centers. Field experience preferred.
- Valid Driver's license and willingness to obtain Virginia CDL (training provided)
- Ability to work long hours, including occasional weekends and evenings, in adverse conditions with participants.
- Capable of regularly exerting physical effort and manipulation of objects and materials of moderate weight (20-50lbs)
- Experience with boats and kayaks a plus.

Benefits:

- Housing included (a private 2 bedroom furnished apartment w/washer & dryer)
- Free meals (during times when cafeteria is open)
- Excellent full coverage Health Insurance (medical and dental) after first 3 months of probationary employment
- Develop relationships with teachers, parents, students, faculty, government agencies and non-profits.
- Opportunities for continued professional development and networking.
- Work as part of a close-knit team at a thriving non-profit with a 45 year history.

Salary: Mid -\$20,000's

Please send Cover Letter and Resume with at least 3 references to:

Parker McMullen Bushman

EMAIL (preferred): parker@cbfieldstation.org

MAIL: Chincoteague Bay Field Station

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Wallops Island, VA 23337