



## **Position Announcement - February 8, 2018**

**Job Title:** Youth Education Programs Coordinator, Siskiyou Field Institute (SFI)

**Job Status and Hours:** Non-exempt. Forty hours/week during our busy seasons. Hours may be reduced to 20/week during winter months.

**Supervisor:** Executive Director, SFI

**About SFI:** The Siskiyou Field Institute is a nonprofit natural history education organization located at 1241 Illinois River Rd. in Selma, Oregon. SFI is headquartered on the 850-acre Deer Creek Center where the Institute's administrative offices as well as its educational, lodging and event facilities are housed. SFI's mission is to increase the understanding of, and connection to, the Klamath-Siskiyou ecoregion through education, scientific research and public engagement. For more information about SFI, please visit [www.thesfi.org](http://www.thesfi.org).

**Position Description:** The Siskiyou Field Institute's Youth Education Programs (YEP) Coordinator is responsible for designing curriculum and delivering environmental education programs for K-12 students. Working in collaboration with schools, parents, government agencies and non-profit organizations the YEP Coordinator provides students with both field and classroom opportunities to learn about the beautiful and unique Klamath-Siskiyou bioregion. The YEP Coordinator position is funded by grants and program fees and works closely with other education providers in Jackson and Josephine counties.

### **Description of Duties:**

- Design new curriculum and modify existing curriculum for the YEP. Assure that YEP curriculum meets relevant requirements including for STEM, Oregon's Outdoor School as well as the Next Generation Science Standards.
- Schedule, design and deliver classroom and field instruction on SFI educational programs, natural history topics and STEM subjects.
- Coordinate with school teachers, administrators and parents to identify and meet curriculum, scheduling, food service, lodging and special health and dietary needs during registration for Youth Education Programs including residential and day camps.
- Prepare draft YEP budgets for review by supervisor including budgets for overnight and day camps, instructor training, meal service, gear purchase and outreach events.
- Prepare grant reports and track budgets for YEP, in coordination with supervisor. Preparing youth programs status reports for use at SFI board and committee meetings.
- Recruit, train, supervise and provide guidance for seasonal SFI YEP Instructors, in coordination with executive director.

- Establish and maintain relationship with food service provider to assure affordable, nutritious and satisfying meals are provided and served to YEP students by properly trained staff or volunteers during camps and events.
- Assist with YEP marketing by tabling at events, updating YEP webpage, preparing social media posts, taking and archiving YEP photos, writing YEP articles, collecting student/parent/teacher testimonials, preparing youth education portion of SFI's annual catalog.
- Assist SFI administrative staff with YEP registration, development of estimates, invoicing.
- Design YEP evaluation tools and administer evaluation program to gain feedback from teachers, students, community members, peers.
- Coordinate and network with educational partners, including Oregon Caves National Monument, school districts, other nonprofit, community and educational groups.
- Coordinate with SFI staff members including on YEP marketing, budgeting, invoicing, scheduling, clean-up and facility/equipment use.
- Coordinate and sometimes lead summer educational backpacking trips (ranging in length from one to ten nights).
- Develop and implement system for storing, maintaining, and tracking the use of SFI's outdoor gear and equipment. Assure equipment inventory is accounted for, in good repair, secure and ready for use.
- Serve as back up for the office staff by helping with occasional receptionist duties, especially answering the phone.
- Other duties, depending on requirements of grant sources and organization needs.

#### **Qualifications – Education and Experience:**

- Bachelor's degree or higher in environmental education, science, natural resources, outdoor recreation or a related field and/or commensurate work experience.
- Minimum of two years' experience with outdoor education and/or natural history programming.
- Current First Aid and CPR certification (or ability to obtain within first month of employment). Wilderness First Responder, highly desirable. Lifeguard certification also beneficial.
- Must provide and maintain own transportation, a valid driver's license, and meet minimum insurance requirements. Work-related mileage will be reimbursed at 65% of the federal rate.
- Ability to successfully pass a criminal history background check.

#### **Desirable Knowledge, Skills, and Abilities:**

- Strong organizational and logistical skills, including: keeping detailed records of budgets; maintaining educational materials and supplies; setting measurable goals and objectives; and meeting deadlines.
- Experience providing leadership and motivation for a team; supervising staff.
- Attention to detail and the ability to multi-task in a busy office and field environment.

- Experience conducting educational programs in both the field and classroom settings. Demonstrated knowledge of teaching methods. Highly skilled in delivering conservation and outdoor education to young audiences in a variety of settings.
- Able to craft engaging experiences for the students and keep them active while learning.
- Experience writing curriculum according to state science standards.
- Familiarity with Oregon's Outdoor School program and STEM. Having a vision for curriculum and program development that would showcase SFI as a leader in these programs by being consistent with the statewide and national education requirement, including Next Generation Science Standards.
- Strong desire to understand science as it relates to our region and SFI's mission...and to be able to communicate it in a fun way. A strong interest in natural history.
- Excellent written and oral communications skills and ability to convey complex information simply to a variety of audiences. Public speaking experience.
- Willingness to work some evenings and weekends and travel as needed throughout southern Oregon and Northern California. Ability to represent SFI to the public, partners, and grant funders in a positive manner.
- Work well with others as a member of a team as well as on own. Highly motivated to succeed and to ensure that the programs succeed. Very resourceful and creative in accomplishing goals.
- Ability and willingness to supervise youth instructors, interns and volunteers. Assist with the development of contracts, assigning tasks, providing feedback and evaluating performance.
- Proficiency with computer programs (MS Word, Excel, PowerPoint, Google tools).
- Positive and capable outlook in both calm and challenging situations. Brings a positive attitude to the work place.

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to stand, sit, communicate, reach and manipulate objects, tools or materials. The position requires mobility.
- Duties involve moving materials weighing up to 50 pounds on a regular basis, such as outdoor tools and teaching equipment, and working outdoors in inclement weather. Occasional overnight or weekend stays at our site or on backpacking trips, are required.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard and other standard office equipment. The noise level in the work environment is typical of most office environments where the public is routinely entering and transacting business.

**Compensation:** \$18/hr, D.O.E., vacation, sick, holiday pay.

To apply, please send a cover letter and resume to [manager@thesfi.org](mailto:manager@thesfi.org) by midnight, Monday, March 5, 2018.