



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

JOB DESCRIPTION

POSITION: Environmental Education Program Specialist

REPORTS TO: Director of Education

STATUS: Full-time, Exempt

CREATED: May 2018

DEPARTMENT: Education

POSITION SUMMARY:

The Catalina Island Conservancy is integrating the whole of its environmental education efforts into a program called NatureWorks. Program includes systematic, school-based, cross-curricular, and outdoor elements. NatureWorks provides preparation, knowledge, and skills that enable island students to display advanced ecological literacy, act as environmental stewards, and be qualified for careers in eco-tourism, or conservation-related enterprises. The NatureWorks Specialist will be the program lead in further developing and implementing the program for the Conservancy. This position works closely with Conservancy and Avalon Schools and district staff to deliver an innovative K-12, experiential program. A goal of this program is to develop a model curriculum and approach that can be adopted by other school districts and conservation organizations.

Note: This position is presently grant-funded for a term of two years. Employment beyond the grant term is contingent on obtaining future funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Act as the lead to develop and implement the NatureWorks program
- Develop age-appropriate NatureWorks lessons, activities, and materials for classroom, field and extracurricular use; create promotional materials
- Manage program logistics with Avalon Schools
- Implement programs, including but not limited to: in-class lessons, nature outings, service learning, volunteer projects, and multi-media programs
- Prepare required NatureWorks Program reports and evaluations
- Develop assessment tools and implement data collection and analysis to evaluate program success
- Deliver materials that have broader utility as curriculum in other settings

REQUIRED QUALIFICATIONS:

KNOWLEDGE/SKILLS:

- Knowledge of broad themes in ecology, environmental education, and/or nature interpretation and how they relate to the human-nature “problem”
- Facility with MicroSoft Office Suite and internet-based systems
- Strong oral and written communication skills
- Strong organizational skills and attention to detail
- Strong indoor and outdoor classroom management skills

COMPLEXITY/PROBLEM SOLVING:

- Ability to design, implement and direct multiple projects and ensure program accountability
- Ability to work in a high-visibility, fast-paced environment
- Ability to make good decisions with the well-being of students in mind
- Ability to work in a public school environment that meets the needs of a diverse student population across grades K through 12 and that must follow state-mandated guidelines for curriculum and student achievement.

RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY:

- Management responsibility for NatureWorks Program.
- Peer management of administrative, professional and volunteer staff.
- Management of NatureWorks Program grants and budget
- Identification and pursuit of funding opportunities and new grants.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Ability to establish rapport, and carry on a dialogue, with students of all ages
- Ability to work with and communicate with a wide range of people including: staff, parents, and the public
- Ability to consistently demonstrate professional and positive attitude/demeanor.
- Ability to communicate a compelling and inspired vision or sense of core purpose

DESIRED QUALIFICATIONS:

- Strong interest in creatively working at the boundary of the human-nature “problem” to develop new approaches to effecting positive personal and cultural change.
- Knowledge of the natural history of Southern California and the Channel Islands
- Understanding of child development
- Understanding of Common Core and Next Generation Science Standards requirements
- Bilingual, English and Spanish.
- Strong Graphic Design

EDUCATION/EXPERIENCE:

Bachelor’s Degree in a relevant discipline (such as natural science, ecological anthropology, environmental education) and strong experience in environmental education, classroom teaching, nature interpretation, or other applicable field.

DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job:

- **Employee must live and work on Catalina Island.**
- NatureWorks Program Specialist office location is at the Nature Center at Avalon Canyon in Avalon, CA. The location has moderate noise levels and is a non-smoking environment.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: The job duties are performed in an office environment, at Avalon Schools, and in field locations across Catalina Island; the employee must occasionally lift and/or move up to 35 pounds.
- The job requires working occasional weekends and overnight excursions.

To be considered for this position, submit your resume and salary requirements to jobs@catalinaconservancy.org. Please be sure to put the job title in the subject line.