

JOB TITLE**Education Program Coordinator (K-12)****POSITION SUMMARY**

The Education Program Coordinator (K-12) supports the coordination and delivery of youth-focused environmental education programs, with an emphasis on preschool through 12th-grade students. This position helps create meaningful connections to Catalina Island's natural and cultural resources by providing high-quality learning experiences for local youth, visiting school groups, and community partners.

Working closely with the Education Program Specialist and Education Programs Manager, the Coordinator supports program scheduling, preparation, logistics, delivery, evaluation, and documentation. The position provides hands-on assistance in classrooms and outdoor settings and helps ensure that programs are safe, engaging, age-appropriate, and aligned with established learning objectives and program standards.

LOCATION

This is an onsite position based on Catalina Island. The employee must be able to report regularly to the Catalina Island Conservancy administrative office, the Wrigley Memorial & Botanic Garden, and other Conservancy worksites throughout Catalina Island. Relocation to Catalina Island may be required before the start date.

The typical schedule is based on a 40-hour workweek. Occasional early morning, evening, weekend, holiday, or extended-day assignments may be required to support programs, transportation, meetings, and special events.

KEY RESPONSIBILITIES**Youth Environmental Education**

- Support the coordination and delivery of the Conservancy's integrated, school-based environmental education programs for preschool through 12th-grade students.
- Assist with classroom lessons, field trips, outdoor education programs, overnight experiences, and youth community events.
- Deliver engaging, age-appropriate environmental education and nature interpretation in classroom, field, and community settings.



- Lead assigned lessons, activities, hikes, birding experiences, botanical programs, and other interpretive experiences using established curriculum and program materials.
- Connect program content to Catalina Island's ecology, natural history, cultural resources, conservation challenges, and stewardship opportunities.

Program Coordination and Logistics

- Coordinate assigned program schedules, transportation, activity materials, supplies, equipment, meals, facilities, and other logistical needs.
- Communicate program details and requirements to participating schools, teachers, families, partners, and Conservancy staff under the guidance of the Education Program Specialist or Education Programs Manager.
- Prepare, organize, inventory, and maintain educational materials before and after programs.
- Support transportation planning and safely drive students, staff, and program participants in Conservancy vehicles when assigned.
- Anticipate day-of program needs and respond appropriately to changing schedules, weather, transportation issues, student needs, and field conditions.
- Participate in program debriefs and recommend practical improvements to program delivery and logistics.

Curriculum, Assessment, and Program Improvement

- Support the Education Program Specialist and Education Programs Manager with curriculum development, lesson preparation, activity design, and instructional material creation.
- Assist with the alignment of educational activities to relevant learning standards, developmental needs, and established program outcomes.
- Administer approved surveys, assessments, reflections, and other evaluation tools.
- Enter and maintain accurate participant, program, and assessment data.
- Organize program records, photographs, permission forms, evaluations, and other required documentation.
- Assist with compiling program data and information for internal reports, presentations, grant reporting, and program evaluation.

Community Outreach and Partnerships

- Assist with youth and community outreach events, including back-to-school nights, school open houses, festivals, family programs, and other Conservancy events.



- Help maintain positive working relationships with Avalon School administrators, teachers, students, families, and mainland partners.
- Represent the Conservancy professionally and communicate its mission and educational work in a welcoming, accurate, and inspiring manner.
- Assist with selected department-wide educational and outreach programs, including speaker programs, excursions, workshops, and special events, as assigned.

Program Operations and Administrative Support

- Maintain program-specific educational supplies, field equipment, technology, storage areas, and other resources used for program delivery, and coordinate vehicle-readiness needs with the Education Operations Coordinator.
- Complete required vehicle inspections, mileage documentation, supply requests, incident reports, and other operational paperwork.
- Help maintain clean, organized, safe, and program-ready classrooms, vehicles, workspaces, and equipment.
- Assist with purchasing, supply tracking, and program expenses within established procedures and approved budgets.

QUALIFICATIONS

Skills & Abilities

- Ability to engage, instruct and supervise children and teenagers effectively in classroom, outdoor, or community settings.
- Strong communication, interpersonal, teaching, facilitation, and group-management skills.
- Ability to build positive relationships with students, families, teachers, colleagues, and community partners.
- Ability to organize work, maintain attention to detail, follow through on commitments and manage multiple priorities.
- Ability to exercise sound judgment, adapt to changing circumstances and solve problems, particularly in youth programs and outdoor settings.
- Ability to take direction, incorporate feedback, work collaboratively, and complete work independently when needed.
- Familiarity with child development, age-appropriate instruction, environmental education, outdoor education, or interpretation.
- Ability to represent the Conservancy's mission professionally and enthusiastically.
- Proficiency with Microsoft Office and related digital tools.
- Catalina/Channel Islands knowledge, and Spanish-language skills preferred.



Education & Experience

- Bachelor's degree in environmental education, education, natural resources, biology, ecology, environmental science, interpretation, child development, or a related field, or an equivalent combination of relevant education and experience.
- A minimum of one year of experience working directly with children or teenagers is required.
- Experience in environmental education, outdoor education, interpretation, recreation, natural resources, youth development, or a related field is preferred.
- Hands-on experience delivering lessons, activities, camps, field trips, or educational programs for youth in a variety of settings is strongly preferred.
- Commercial driver's license with a passenger endorsement, or the ability and willingness to obtain within a reasonable period established by the Conservancy after hire.

COMPENSATION & BENEFITS

Estimated Hourly Pay Range:

\$23.50–\$27.00/hour

We're proud to support the health and wellbeing of the people we employ. Our comprehensive benefits package includes a 403(b) retirement savings plan with a 3% employer contribution and a 5% match — fully vested after two years — as well as access to healthcare coverage, flexible spending accounts, paid time off, life and disability insurance, an employee assistance program, and professional development opportunities.

HOW TO APPLY

Please send a resume and cover letter to jobs@catalinaconservancy.org, listing the job title in the subject line.

EQUAL OPPORTUNITY COMMITMENT

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.



OUR STORY

The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy. Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island. Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.