

Education Coordinator II

Location: Belmont, MA

Sanctuary: Habitat

The Habitat Education Center and Wildlife Sanctuary in Belmont, MA will be hiring an Education Coordinator II for onsite programming. We are looking for a creative, energetic individual who can work independently as well as collaborate as a member of a dynamic education team. The primary responsibilities include: managing public programs offered at the sanctuary year round; scheduling and staffing school guided walks at the sanctuary; training and mentoring our part time teaching staff; coordinating our home school program; and publishing our printed newsletter and e-newsletters.

The position is 40 hours per week with full benefits.

Responsibilities

Management

- Plan, design, market, schedule, and staff all onsite public programs, guided walks and home school programs.
- Manage staff of up to 20 part-time teachers, including recruitment, training, supervision, evaluation, mentoring and administration.
- Supervise one or more education interns.
- Maintain appropriate books, instructional materials, handouts etc. for onsite programs.
- Maintain Online Program Registration (OPR) database which includes program descriptions, scheduled programs, organizational contacts, charges and payments.

Education and Teaching

- Incorporate Mass Audubon conservation priorities into programs.
- Work collaboratively with sanctuary education staff in furthering Mass Audubon's education goals.
- Teach public programs, guided walks and camp programs as required and as schedule allows.
- Collaborate with other sanctuary education staff in offering professional development workshops for our teaching staff and a series of programs to introduce new teachers to Habitat.

Budget Development

- Participate in budget development and implementation.
- Manage financial aspects of program: costs, setting fees, collecting and logging payments.
- Monitor progress in meeting budget goals throughout the year.

Sanctuary Newsletters and Marketing

- Create and publish printed sanctuary newsletter two times each year.
- Create and publish three e-newsletters per year.
- Use social media and other news outlets to publicize programs.

- Collaborate with sanctuary education staff to develop professional development workshops for part-time teaching staff including activities to build group cohesion.
- Create curriculum when needed.
- Lead and teach programs when required and as schedule allows.
- Organized and lead annual maple sugaring public programs.

General

- Provide sanctuary visitors with superior customer service.
- Respond to all inquiries promptly and courteously.
- When office staff is unavailable, answer phone calls and in-person inquiries at the sanctuary courteously and helpfully.
- Participate actively in sanctuary, departmental or interdepartmental meetings as requested to develop creative ideas and resources related to educational/interpretive programs and to increase knowledge and skills.
- Cooperate, collaborate, and share responsibilities with other staff for activities at the sanctuary such as participating in special events, teaching when needed, and improving education materials available to sanctuary visitors.
- Work cooperatively with all sanctuary staff.
- Keep work spaces and common areas neat and orderly.

Qualifications

- B.A. or B.S. in biological or earth science, environmental studies, nature interpretation, or education, or equivalent,
- At least 3 years relevant experience or a Master's degree in environmental education or related fields with at least two years experience.
- Classroom and outdoor teaching experience required.
- Knowledge of ecology and local natural history.
- Teaching skills applicable to children of all ages and adults.
- Demonstrated ability to lead a program.
- Experience with teacher training and mentoring.
- Creativity/enthusiasm.
- Ability to work independently but also able to work cooperatively/collaboratively as part of a team.
- Strong written and verbal communication skills.
- Good computer skills including familiarity with databases and spreadsheets.
- Working knowledge of MS Publisher is a plus.
- Evening and weekend work is sometimes required.
- Massachusetts driver's license.
- Must successfully pass CORI and SORI.

Compensation and Benefits

Salary Range: \$17.61-\$19.82 per hour

How to Apply

Send cover letter and resume by mail or email to:
Roger Wrubel, Sanctuary Director
rwrubel@massaudubon.org
Habitat Education Center & Wildlife Sanctuary,
10 Juniper Rd, Belmont, MA 02478
Job# 3071