



CATALINA ISLAND CONSERVANCY

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

JOB DESCRIPTION

POSITION: Outreach Program Coordinator

REPORTS TO: Director of Education **STATUS:** Non- Exempt, Full-Time

UPDATED: August 2019 **DEPT:** Education

POSITION SUMMARY:

The OUTREACH PROGRAM COORDINATOR provides support to the Education Department Specialists in delivering programming to support increased understanding about Catalina Island, its natural history, and unique ecology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position primarily supports the Interpretation and Outreach Specialist in developing, implementing and evaluating assigned programs, projects, activities and/or facilities, including but not limited to Naturalist trainings, a monthly lecture series, youth programing, and special events and programs for the community. Specific duties include:

Program Development, Coordination, Delivery, and Evaluation

- Work alongside Interpretation and Outreach Specialist in Naturalist Training program delivery including ensuring updated content and coordination of logistics
- Support Interpretation and Outreach Specialist on all aspects of monthly Lecture Series
- Create and deliver interpretive experiences appropriate for temporary learning stations and/or community festivals
- Support Environmental Education Specialist in K-12 program development and delivery including operational and logistical considerations as well as activity delivery
- Lead outdoor experiences for learners of all ages including instructional hikes and narrated vehicle excursions.
- Manage evaluation for multiple programs including gathering, storing, and analyzing data
- Serve as a positive ambassador to the community to support public participation in educational programming

Administrative Support

- Assist with operational logistics including scheduling of vehicles, procuring resources for programming, oversight of existing resources, and communicating with collaborators both within an office environment and in the field.
- Oversee data reporting of numbers served through programs across the department through monthly reporting. Effectively manage fiscal resources including budget monitoring, invoice processing, and expense reports.
- Demonstrate exceptional customer service skills while interacting with the public, internal stakeholders, and program participants
- Perform additional administrative tasks as assigned.

Nature Center Management

- At least 40% of the position (2 days a week) will be to provide oversight at the Nature Center in Avalon Canyon. Duties include:
 - Open and Close of Nature Center
 - Manage daily counts of visitors and other visit evaluation data
 - Manage retail including making sales, selecting and restocking inventory
 - Serve as a learning ambassador by engaging visitors with the exhibits and content of the space
 - Provide guidance on activities on the island including hiking and camping
 - Design interactive experiences using specimens and artifacts; providing support for new exhibit design
 - Provide excellent customer service

Due to the nature of team assignments, varying manpower levels, special projects, or other situations, any employee may be required to perform duties and responsibilities outside of their regular job description. Management reserves the right to assign work.

REQUIRED QUALIFICATIONS:

KNOWLEDGE/SKILLS:

- Knowledge of/Experience with best practices in interpretation, informal, and/or formal education
- Knowledge of the broad themes of ecological literacy, environmental education and/or nature interpretation
- Experience with nature education principles and ability to translate this knowledge into successful programming for learners of diverse ages
- Solid knowledge of/ experience with Microsoft PowerPoint, Word, Publisher and Excel with ability to construct and produce reports.
- Strong interpersonal, organizational, oral and written skills. Exceptionally detail oriented.
- Experience with or an ability to learn quickly administrative operations tasks and procedures.
- Able to respond to hazardous situations/potentially unsafe conditions by taking corrective action and notifying health and safety personnel, potentially in a field setting
- Knowledge of the natural history of Southern California and/or the Channel Islands is desired
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COMPLEXITY/PROBLEM SOLVING:

- Ability to communicate the Conservancy's mission and goals in a compelling and inspired way to internal and external audiences through diverse programming
- Ability to prioritize tasks and meet deadlines with minimal supervision
- Ability to balance a mix of office-based and field-based tasks.
- Ability to design, implement and coordinate multiple projects in a fast-paced environment.
- Ability to think creatively to solve problems or improve program efficiency.
- Understand and follow appropriate channels of authority

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Ability to work with and communicate with a wide range of people including: staff, business leaders, vendors, visitors, children and the general public
- Strong and demonstrable interpersonal, oral presentation and writing skills
- Ability to consistently demonstrate professional, positive, and approachable attitude/demeanor
- Ability to handle confidential information and potentially controversial wildlife topics with sound judgment
- Willingness to take responsibility for high profile organizational communication and decision making
- Ability to work effectively under pressure with frequent interruptions.
- Management reserves the right to assign and re-assign work at its discretion.

EDUCATION/EXPERIENCE:

- Minimum of 2 years work experience in science education, informal education, interpretation and/or environmental education required.
- Degree in natural resources, education, environmental studies, or a combination of applicable work experience. Bachelor's Degree preferred

WORK ENVIRONMENT/ PHYSICAL DEMANDS:

- **Employee must live and work on Catalina Island.**
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job. The Outreach Program Coordinator station is located at the Nature Center at Avalon Canyon, in Avalon. The location has an open office plan with 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. Position involves functioning in an office environment as well as in the field.
- The employee must occasionally lift and/or move up to 25 pounds.
- The employee must have the ability to lead learning hikes in steep and rugged terrain
- The employee must have a valid California driver's license and be willing to acquire a Class B license for transporting program participants.