

Irma Lewis Seguin Outdoor Learning Center

Education Coordinator Job Description

Job Type: Part Time Tuesday through Saturday, and some Mondays, additional hours during peak Field Trip Season and Summer Camp season from spring to July as required. *May expand to include the GBRA Grant Funded Part Time Education Coordinator position in Fall 2018.

Compensation: Starting Salary \$15 an hour

Supervision: Reports to the Operations Manager

Requirements: Background and Reference check completed on all candidates. CPR, First Aid, and other necessary certifications and licenses required prior to programs, at the expense of the ILSOLC. College Degree preferred with 5 years supervisory experience in outdoor education preferred. Must be able to lift 50lbs., and be prepared to work outside under all weather conditions.

Position Summary: Support to the ILSOLC and the Operations Manager, this position will serve as the supervisor for educational programs and the education talent team. The Education Coordinator will use cross training to fill different roles when needed, and is primarily responsible for the implementation and execution of educational program systems and schedules. Major responsibilities include; talent and culture management, program design and delivery, program coordination and documentation, program inventory, maintenance and repair of inventory and equipment, administrative and clerical tasks, quarterly reporting, and community outreach and marketing. The position will require Ropes Challenge Course Certification and Ropes Challenge Course program delivery, and a variety of other ongoing professional development and field certifications. Additional duties will arise and flexibility and resourcefulness are a *must!*

Expected Leadership Competencies: The ILSOLC needs an enthusiastic leader who help promote and foster the Mission of the organization while reflecting the organization's image to the community during all operations. This leader will have a keen guest experience focus; the adaptability to troubleshoot and problem solve, will consistently meet or beat deadlines and standards, and provide accurate reporting and feedback. The Education Coordinator will conduct regular professional development, and staff and volunteer evaluations, including self-evaluation, in an effort to assist in the cultivation of a healthy and successful talent and culture at ILSOLC. Time management and prioritizing tasks in addition to prompt attendance to all programs and work related functions is essential.

Essential Duties and Functions:

- Ensure High Quality Guest Experiences
- Execute Programs Systems and Schedules
- Coordinate Educational Programs
- Program Scheduling
- Program Development and Innovation
- Program Delivery
- Camp Director
- Engaging Customer Service
- Meet and Greet Program Clients and Contacts

- Respond to Safety Concerns
- Program/Guest Follow Up
- Record and Report Program Data
- Manage/Build Contact Data Base and Execute Outreach Schedules
- Grow Community Partnerships and Collaborations in Tandem with the OM
- Talent and Culture Management and Coordination
- Conduct and Collect Evaluations and Feedback Measurements
- Complete Program Supply and Equipment Inventory
- Perform Regular Routine Maintenance, Repair, and Evaluation of Inventory
- Timely Presentation of Work Orders and Purchase Orders