

## Lead Environmental Educator

### Position Overview

The Lead Environmental Educator inspires the next generation of watershed stewards by developing and delivering environmental education programs to nearly 1,500 K-12 students each year using local parks and restoration sites as outdoor classrooms. Under the direction of the Education and Community Programs Manager, this position advances watershed education through in-class lessons, outdoor field trips, community events, and teacher trainings. This position is the lead educator for all education programs, supported by a BAYAC AmeriCorps Environmental Educator. The ideal candidate is experienced in outdoor and classroom education with K-12 students, able to adapt educational experiences to students' diverse backgrounds, and committed to instilling a connection to local nature and sense of environmental stewardship in Bay Area youth.

### Responsibilities

Responsibilities may include, but are not limited to:

#### *Program Coordination (40%)*

- Coordinate education program schedule with teachers and program partners.
- Coordinate field trip transportation and logistics.
- Maintain and organize materials for education programs.
- Track program metrics and expenses for grant reports.

#### *Program Development and Delivery (50%)*

- Develop and revise curriculum to reflect science and environmental education best practices and current standards.
- Prepare and deliver in-class lessons and outdoor field trips with K-12 students.
- Engage in program quality assessments and evaluations.
- Assist with mentoring and coaching one BAYAC AmeriCorps Environmental Educator.

#### *Outreach and Administration (10%)*

- Conduct outreach for education programs and cultivate relationships with relevant stakeholders.
- Develop publicity and outreach materials such as newsletter articles and flyers.
- Assist with managing and updating website, social media, and calendars.
- Assist with planning and leading events such as MLK Day, Earth Day, Coastal Cleanup Day, and Bubbles & Bivalves. Provide educational content for each event.
- Assist with developing and leading staff trainings.
- Other duties as needed.

*More information on the next page*

*The Watershed Project's mission is to inspire Bay Area communities to understand, appreciate, and protect our local watersheds.*



### **Desired Qualifications**

The ideal candidate will possess some of the following knowledge, skills, and experience:

- Demonstrated commitment to outdoor and environmental education
- 2+ years of K-12 teaching experience
- Outdoor/residential education, naturalist, or interpretation experience highly preferred
- Experience developing curricula or lesson plans preferred
- Bilingual in English and Spanish highly desirable
- Bachelor's degree in a related field preferred
- Proficient with computer applications such as Microsoft Office Suite and Google Suite
- Excellent written and verbal communication skills
- Flexible, enthusiastic, and able to work effectively with a diverse range of people
- Self-directed, highly detail-oriented, and dependable

### **Physical Requirements and Work Environment**

- Work is performed in an office and outdoor setting. Primary office location is at the Richmond Field Station in Richmond, CA, with program locations across Richmond, San Pablo, Oakland, and San Francisco.
- A valid California Driver's License is required.
- Fingerprinting and TB test required after hire.
- Regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day.
- Work involves walking on uneven or muddy terrain. Work requires squatting and kneeling.
- Frequently lifts, carries and positions objects weighing up to 25 pounds.
- CPR and First Aid certification is a plus.

**Compensation:** Monthly salary of \$3,300 to \$3,500, depending on experience.

This is a Salary Exempt full-time position. The Watershed Project offers an excellent benefits package which includes medical, dental, vacation, sick leave and 403(b) retirement plan.

**To Apply:** Please email a resume and cover letter, detailing your interest and experience relevant to this position, to [education@thewatershedproject.org](mailto:education@thewatershedproject.org) and include "Lead Environmental Educator" in the subject line. First round of applications will be reviewed on Monday, October 14th.

*The Watershed Project's mission is to inspire Bay Area communities to understand, appreciate, and protect our local watersheds.*