



OUTDOOR EDUCATION COORDINATOR

Position Description

Job Status: Full-time, Non-Exempt

Excellent benefit programs

Annual FTE Range: \$45,000 – \$60,000 DOE

Position reports to the Program Manager

POSITION SUMMARY

The Wildlife Heritage Foundation has an active outdoor educational program to connect youth to the outdoors through education and recreation. We work primarily with 3rd through 12th grades from area public schools and community groups. Our program combines fun with outdoor experiential learning about ecological, conservation and agricultural resources and activities. Our goals are to develop future conservationists, and to improve academic engagement, performance, and physical and social well-being. If you are passionate about working with young people and the outdoors, and interested in an opportunity to expand a successful program to reach more people, we want to hear from you!

ESSENTIAL FUNCTIONS

You will be responsible for managing Wildlife Heritage Foundation's Outdoor Education Program. Your responsibilities include:

- Organize, plan and lead outdoor experiences for youth through educational activities, hikes, explorations, planting, unstructured play, stewardship, and similar activities, on protected lands rich in animal and plant species, native wildlife habitat, or is part of a working farm associated with school or community programs.
- Establish, grow and maintain partnerships with local schools and community organizations.
- Organize the assistance and involvement of other WHF staff in the education program. Coordinate involvement of volunteers or interns.
- Develop concepts and plans for growing the educational program, such as more classroom engagement as a companion to outdoor experiences, new conservation topics or summer camps. Regularly evaluate the effectiveness of education program.
- Lead the organization of events, notably the annual creek clean-up and the Lincoln CreekFest, with the assistance of other staff members.
- Develop educational material to supplement field trips, such as lesson plans and curriculum.
- In collaboration with other staff, educate community members about WHF.

KEY COMPETENCIES

- making learning fun and engaging
- communication skills
- critical thinking and problem solving skills
- planning and organizing
- influencing diverse stakeholders and leading group processes
- working as part of a team

REQUIREMENTS AND QUALIFICATIONS

- You are energetic and have a passionate interest in working with youth and the outdoors.
- You have experience working with youth and demonstrated ability to effectively communicate with youth.
- Bachelor's Degree or graduate study is required. A teaching certificate is a plus.
- Fluency or basic conversational Spanish is strongly desired. We are willing to support a strongly qualified candidate to learn Spanish.
- Experience working with multi-cultural and/or economically disadvantaged populations is preferred.
- Some knowledge of nature, wildlife, water resources or natural history.
- Understanding of education standards and experience in curriculum development is a plus.
- Ability to work collaboratively with volunteers and partners to encourage and maintain involvement.
- Preferred: Professional, dependable, well organized, and motivated. Flexible, adaptive and creative attitude. Good writing skills.

THE JOB

- While most educational and outdoor activities occur during the school day, you can expect to work on weekends and evenings for occasional events.
- You will work both inside classrooms and outdoors year-round.
- Your base of operations will be at WHF's offices in Lincoln, California.
- The job entails driving and carrying boxes, banners and other items to and from a site (no more than 30 lbs). You must have a valid CA driver's license.

ABOUT THE WILDLIFE HERITAGE FOUNDATION

The Wildlife Heritage Foundation (WHF) is a 501(c)(3) nonprofit dedicated to protecting and enhancing wildlife habitat and connecting Californians to the outdoors. It is our fundamental belief that engaging youth and others in outdoor spaces through hands-on experiences improves overall health and well-being, and will help create a new generation of conservationists to continue our work into the future. WHF has been accredited by the Land Trust Alliance since 2008 and is a member in good standing of the California Council of Land Trusts.

Please send cover letter and resume to Kelly Velasco at kellyvelasco@wildlifeheritage.org. Resumes will be considered on a continual basis, and the position will remain open until filled.