



EDUCATION PROGRAMS COORDINATOR

Updated 2.20.2020
Full Time, Salary

Reports to: Education Programs Manager

Riverbend is not-for-profit 501 (c) 3, located in Gladwyne, PA, whose mission is to teach environmental principles to children in Southeastern Pennsylvania, through a direct connection with nature, inspiring respect for our natural world and action as aware, responsible and caring citizens. We work with teachers, students and families in the greater Philadelphia region to build environmental literacy and connect people with nature through high quality environmental education programs. We are committed to providing experiences that are innovative, culturally relevant and effective. The Education Programs Coordinator is integral to our success as a regional leader.

Responsible for implementing the day-to-day operations of Riverbend summer and year-round camps, birthday parties, school and scout programs to meet the mission, vision and strategic goals of Riverbend Environmental Education Center. Additionally, the Coordinator will implement the Building STEM Skills through Aquaponics program, facilitate field trips and classroom programs and provide husbandry for Riverbend's Animal Ambassadors and living aquaponics system.

Key Responsibilities:

- Lead implementation of Summer Camp and Year-Round Camp programs, including program development, staff training and mentoring, communication with parents and risk management.
- Collaborate with Education Programs Manager to hire, train and supervise environmental educators for camp programs.
- Maintain online registration system (Active) for camps.
- Coordinate birthday party and scout programs, including registration, scheduling and content development.
- Manage budgeted expenses and supplies for camps and birthday parties.
- Facilitate the Building STEM Skills through Aquaponics program, including implementation of in-class programs, field trips and technical support for aquaponics systems in classrooms and teach onsite and offsite education program as needed.
- Teach environmental education programs at Riverbend and in classrooms across the region, following Riverbend's lesson plans and educational philosophies.
- Write and update education program curriculum that aligns with Riverbend's mission and strategic goals for onsite and offsite programs.
- Assist with planning and implementation of weekend Public Programs like Shiverfest, Family Campouts and Summer Solstice.
- Perform animal husbandry and habitat maintenance as needed to support the animal ambassador, aquaponics and field trip programs.
- Daily maintenance of program areas, including cleaning program spaces, trash removal, maintain composting toilets and reporting maintenance issues in a timely manner.



- Other duties as needed to ensure the success and sustainability of Riverbend Environmental Education Center.

Qualifications and Skills

- B.S. in Environmental Education, Biology, Ecology or other related field.
- Minimum 1 year of experience in teaching, professional educational program development and management.
- Minimum 2 years of professional camp experience in a leadership position.
- Demonstrated experience teaching using informal education strategies like inquiry based, place-based and experiential learning.
- Experience working with audiences from various age groups, backgrounds and cultures.
- Exceptional communication skills and relationship building skills.
- Familiarity with Microsoft Excel, Google platforms and other educational technology.
- Creative and innovative thinker.
- Solutions oriented problem solver.
- Dependable, with a strong work ethic and self-motivation and ability to work independently.
- Self-starter, with demonstrated ability to take initiative, make decisions and meet deadlines.
- Ability to prioritize and manage multiple tasks in a team-oriented environment.
- Experience working in a fast-paced, results-oriented environment and demonstrated flexibility in meeting shifting demands and priorities.
- A positive attitude and collaborative approach to working on a team.
- Passionate about Riverbend's mission.

Working Conditions and Physical Requirements

- Work will be split between an office environment in a renovated barn, offsite classrooms and outdoors in natural areas on Riverbend's property and other nature preserves.
- Manage and teach programs outdoors in all conditions.
- Regularly will need to walk trails with lots of hills and uneven ground.
- Regularly will need to work with live animals including insects, reptiles, amphibians, mammals and fish.
- No allergies to plants or animals that may interfere with the ability to perform the job.
- Ability to safely lift and carry 50 lbs. for a distance of 25 ft.



- No impairment of sight, smell, hearing, touch, balance, and agility of movement (which cannot be corrected with appropriate device) which may interfere with the ability to perform work.
- Ability to operate a motor vehicle with either a standard or automatic transmission.
- Ability to use own vehicle for transportation to off-site programs.
- Ability to maintain focus under pressure and make adjustments to accommodate program and client needs.

Additional Requirements

- Successful completion of a post-offer background check, including criminal, driving records and ability to obtain PA Child Abuse History Clearance and FBI Fingerprinting.
- Schedule will vary seasonally and include work on Fridays, Saturdays and Sundays including occasional holidays as needed for programming.

To Apply: Please send a formal letter of interest and resume and salary requirements attached as either PDF or Word documents to emccool@riverbendeec.org with "Education Programs Manager" in the subject line. Please, no phone calls or mailed applications.

Compensation: Salary for this position is competitive and commensurate with experience. Riverbend offers a generous benefits package including PTO, health, dental, and vision, as well as life, disability and 403b retirement plans.

Anti-Discrimination Policy: Riverbend does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply.