



Natural History Field Courses in and about the Klamath-Siskiyou

Position Announcement – October 9, 2018
Youth Education Programs Coordinator, Siskiyou Field Institute (SFI)

Job status and hours: Exempt, 40 hours/week with possible reduction to 20 hours/week during winter months.

Supervisor: Executive Director

About SFI: We are located at 1241 Illinois River Rd. in Selma, Oregon on an 850- acre campus that encompasses our lodge, offices, and educational facility. Our mission is to increase the understanding of, and connection to, the Klamath-Siskiyou ecoregion through education, scientific research, and public engagement.

Position Description: The Siskiyou Field Institute’s Youth Education Programs (YEP) Coordinator is responsible for designing curriculum and developing environmental education programs for K-12 students and providing opportunities to connect to the Klamath-Siskiyou bioregion. The YEP Coordinator position is funded by grants and program fees and works closely with other education providers in Jackson and Josephine counties.

Desirable Knowledge, Skills, and Abilities:

- Knowledge of place-based pedagogy and curriculum models, NGSS, Common Core and Oregon outdoor school standards and ability to develop curriculum within our existing curriculum modules and modify existing curriculum by spring 2019 for outdoor school.
- Familiarity with the national “SnowSchool” curriculum and ability to continue partnering with Mt. Ashland Ski Resort to launch our pilot year of the program (training available).
- Familiarity with Oregon’s Outdoor School state grant funding requirements and ability to create teacher and administrative tools for reimbursement of school districts that participate in SFI programs.
- Experience conducting environmental education programs and outdoor education to K-12 audiences in a variety of settings.
- Ability to continue developing a fun and engaging “camp culture” for SFI outdoor school.
- Strong organizational and logistical skills, including: keeping detailed records of budgets; maintaining educational materials and supplies; setting measurable goals and objectives; and meeting deadlines.
- Excellent written and oral communications skills and ability to convey complex information simply to a variety of audiences. Public speaking experience.
- Willingness to work some evenings and weekends and travel as needed throughout Oregon and Northern California. Ability to represent SFI to the public, partners, and grant funders in a positive manner.
- Proven ability to work well on a team as well as autonomously. Highly motivated to ensure that the programs succeed. Very resourceful and creative in accomplishing goals.
- Ability and willingness to supervise youth instructors, interns and volunteers. Assist with the development of contracts, assigning tasks, providing feedback and evaluating performance.

- Proficiency with computer programs (MS Word, Excel, PowerPoint, Google tools).
- Positive and capable outlook in both calm and challenging situations. Brings a positive attitude to the work place.

The Youth Education Programs (YEP) Coordinator position is responsible for all aspects of our youth education programming including but not limited to:

- Design new curriculum and modify existing curriculum within our existing curriculum modules that aligns with Oregon State, Outdoor School, and Next Generation Science Standards.
- Schedule, design and deliver classroom and field instruction of SFI educational programs, natural history topics and STEM subjects.
- Coordinate and communicate with school teachers, administrators and parents to identify and meet curriculum, scheduling, food service, lodging and special health and dietary needs during registration for Youth Education Programs including residential and day camps.
- Prepare draft YEP budgets for review by supervisor including budgets for overnight and day camps, instructor training, meal service, gear purchase and outreach events.
- Prepare grant reports and track budgets for YEP, in coordination with supervisor. Prepare youth programs status reports for use at SFI board and committee meetings.
- Recruit, train, supervise and provide guidance for seasonal SFI YEP Instructors, in coordination with executive director.
- Maintain relationship with food service provider by assuring timely communication and following agreed upon procedures.
- Assure meals are provided and served to YEP students by properly trained staff or volunteers during camps and events.
- Assist with YEP marketing by tabling at events, updating YEP webpage, preparing social media posts, photographing YEP activities and curating photos, writing YEP articles, collecting student/parent/teacher testimonials, preparing youth education portion of SFI's annual catalog.
- Assist SFI administrative staff and school administrators with YEP registration, cost estimates, invoicing, and proper paperwork.
- Design YEP evaluation tools and administer evaluation program to gain feedback from teachers, students, community members, peers.
- Coordinate and network with educational partners, including Oregon Caves National Monument, Siskiyou Mountain Club, school districts, other nonprofit, community and educational groups.
- Coordinate with SFI staff members on YEP marketing, budgeting, invoicing, scheduling, clean-up and facility/equipment use.
- Coordinate and sometimes lead summer educational backpacking trips (ranging in length from one to ten nights).
- Develop and implement system for storing, maintaining, and tracking the use of SFI's outdoor gear and equipment. Assure equipment inventory is accounted for, in good repair, secure and ready for use.
- Serve as back up for the office staff by helping with occasional administrative duties, including answering phone.
- Other duties, depending on requirements of grant sources and organization needs.

Qualifications: Education and Experience:

- Bachelor's degree or higher in environmental education, science, natural resources, outdoor recreation or a related field and/or commensurate work experience.
- Minimum of two years' experience with outdoor education and/or natural history programming.

- Current First Aid and CPR certification (or ability to obtain within first month of employment). Wilderness First Responder, highly desirable. Lifeguard certification also beneficial.
- Must provide and maintain own transportation, a valid driver's license, and meet minimum insurance requirements. Work-related mileage will be reimbursed at 65% of the federal rate.
- Ability to successfully pass a criminal history background check.

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to stand, sit, communicate, reach and manipulate objects, tools or materials. The position requires mobility.
- Duties involve moving materials weighing up to 50 pounds on a regular basis, such as outdoor tools and teaching equipment, and working outdoors in inclement weather. Occasional overnight or weekend stays at our site or on backpacking trips, are required.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard and other standard office equipment. The noise level in the work environment is typical of most office environments where the public is routinely entering and transacting business.

Compensation: \$18/hour, D.O.E., vacation, sick, and holiday pay.

To apply, please send a cover letter and resume to office@thesfi.org by midnight, Monday, November 10, 2018.