

**Title:** School Programs Coordinator

**Reports To:** Education Manager

**FLSA Status:** Full Time Exempt

**Salary Range:** \$40,000-45,000

**Benefits:** Paid Time Off, Paid Sick Leave, Paid Family Leave, Retirement Contribution, Flexible and Remote Work Schedule Options

### **Role Summary**

The School Programs Coordinator (SPC) is responsible for the coordination and delivery of school-based educational programs, including school field trips, the Schoolyard Habitat Program, homeschool programs, and other custom youth programs. This role serves as a lead instructor, regularly teaching and guiding student groups in outdoor, nature-based settings. The SPC works in collaboration with the Education Manager and other education staff to support additional programs as needed. This is a site-based role and requires occasional evening and weekend work.

### **Responsibilities**

#### **Program Coordination and Delivery:**

- Develops curriculum, activities, and/or progressions for school-based education programs, with a strong emphasis on field-based instruction and student engagement
- Supports the development of themes, activities, and/or progressions for homeschool, custom programs and nature camps
- Supports the planning, installation, and ongoing maintenance of Schoolyard Habitat spaces and outdoor classrooms, in coordination with the Schoolyard Habitat Coordinator and other education staff
- Works with the Education team and Executive Director on the development of 3–5 year plans for school-based education programs and related projects

#### **Program and Project Development:**

- Develops curriculum, activities, and/or progressions for school-based education programs, with a strong emphasis on field-based instruction and student engagement
- Supports the development of themes, activities, and/or progressions for homeschool and custom programs
- Supports the planning, installation, and ongoing maintenance of Schoolyard Habitat spaces and outdoor classrooms, in coordination with the Schoolyard Habitat Coordinator and other education staff
- Works with the Education team and Directors on the development of 3–5 year plans for school-based education programs and related projects

#### **Support for Education Programs:**

- Serves as a key instructional support across all education programs, including camps, early childhood education, and adult programs as needed



- Provides frequent guest teaching, program coverage, and instructional support to ensure continuity and quality across programs
- Supports the training, mentorship, and coordination of seasonal staff, with an emphasis on teaching practices and program delivery

**Resource Development:**

- Builds relationships and cultivates a reservoir of impact stories related to school-based programs
- Works with the Education Manager and Directors to develop resources and partnerships

**Qualifications**

A successful Schoolyard Habitat Coordinator (SHC) possesses the knowledge, abilities, skills, and characteristics associated with educational leadership, instruction, and program coordination. These qualifications will be derived from a blend of education and experience. These include a minimum of a Bachelor's Degree and 2 years of experience in education or natural history. Desired qualifications include advanced training(s) in a related field(s), and experience in classroom teaching and/or natural history education.

**Program Coordination and Delivery:**

- Knowledge of the Central Highlands of Arizona ecoregion and natural history
- Strong teaching skills, with demonstrated ability to lead outdoor, place-based, experiential, and student-centered learning experiences
- Confidence and presence in leading groups of students in outdoor settings across a range of ages
- Organizational skills, especially in managing and scheduling a dynamic portfolio of programs and partnerships

**Program and Project Development:**

- Ability to develop, facilitate, and coach the facilitation of diverse groups in impactful educative experiences in a wide range of settings and subjects
- Communication and professional skills associated with close collaboration
- A growth mindset focused on deepening the impact of all educational programs and initiatives and the ability to bring out the same in others
- Experience or interest in supporting physical project development, including outdoor classroom and habitat installation and care

**Support for Education Programs:**

- Ability to adapt teaching style across age groups, settings, and program types
- Reliability and flexibility in stepping into programs as needed to support team success
- Experience supporting or mentoring seasonal staff preferred

**Resource Development:**

- Confidence in communicating the organization's mission and impact with community stakeholders



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- Ability to build relationships and identify/communicate impact

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**To Apply: Please submit a cover letter, resume, and three professional references to:  
Jules Galan, Education Manager  
jgalan@highlandscenter.org**