



## Highlands Center for Natural History

### Position Announcement

**JOB TITLE:** Schoolyard Habitat Coordinator  
**Location:** Highlands Center for Natural History (HCNH)  
**Reports To:** Education Director  
**Closing Date:** Open until filled. Applications will be reviewed as they arrive.  
**Start Date:** December 2018  
**Salary:** Full time position: Salary range \$30,000 to \$33,000 per year plus benefits

#### RESPONSIBILITIES:

The Schoolyard Habitat Coordinator is responsible for overseeing the promotion, coordination, and implementation of a school-site educational program; designed to integrate environmental education with Arizona Academic Content Standards and incorporating the Next Generation Science Standards. The position establishes and utilizes school-site habitats as the primary learning environment. The position works collaboratively with classroom teachers, school administrators, program volunteers, and Highlands Center staff. Schoolyard Habitat Coordinator will also instruct camps, assist with family programs, and other education offering at the Highlands Center. The successful candidate must fully embrace and respect the mission of the Highlands Center for Natural History (HCNH).

The responsibilities of the Schoolyard Habitat Coordinator are as follows:

#### 1. Program Development and Leadership

- Oversee the development, implementation and evaluation of outdoor-science curricula for grades K-8 at two school sites each year.
- Conduct lessons with students in grades K-8 in the habitat throughout the entire school year.
- Work with classroom teachers to schedule and train them in appropriate outdoor teaching methods and strategies and increase their knowledge of local natural history so they are equipped to take over the leadership of the curriculum in two years.
- Assist with the training and support of program volunteers at each site.
- Develop new opportunities for schools and the program, such as curriculum development and/or alteration, through grants and/or adding grade levels.
- Work with school administrators to establish and support an oversight committee at each site comprised of teachers, parents and other volunteers.
- Develop a communication and support network for alumni schools to sustain the program once they have completed the two year program.
- Assist with family and special programs throughout the year at our main campus.
- Work with the HCNH Education Department with the recruitment and training of the Nature Camp Interns.
- Lead at least three weeks of Highlands Nature Camp during June and July.

#### 2. Program Administration

- In collaboration with HCNH Education Director, recruit and select new schools.
- Establish and support a community-based Habitat Advisory Committee that provides program guidance.
- Assist the most recently selected school in the planning, development, and establishment of the actual physical native plant habitat and outdoor classroom on the school's campus.

- Assist the Education Director and the Executive Director with development and implementation of fundraising efforts to support this program.
- Assist with the development and creation of program-related grant proposals.

### **3. Other Duties**

- Participate in staff meetings.
- Assist with other HCNH community, fundraising and special events, as needed.
- Perform other tasks as identified by Executive or Education Directors.

### **QUALIFICATIONS**

- BS or BA required (MS or MA preferred) in education, environmental education, science education or a related field.
- At least two years teaching experience in the classroom and/or leading outdoor science education programs for elementary and/or middle-school age children.
- Past curriculum development experience strongly desired.
- Must be able to work independently without direct supervision.
- Must be able to collaborate with school administrators, teachers, and parents to build effective teams.
- Excellent communication skills, both verbal and written.
- Strong public speaking and program leadership ability.
- Must have a demonstrated commitment to the mission of the Highlands Center.
- Knowledge of and /or demonstrated ability to learn the Natural History of the Central Arizona Highlands.
- Technologically literate with strong computer skills including familiarity with Microsoft Word, Excel, Gmail, Google Documents, and Power Point.
- Good problem solving and customer service skills.
- Ability to multi-task and keep track of multiple projects in the midst of constant interruptions.

**TO APPLY:** Send Cover letter, resume and three professional references to:

Felipe Guerrero, Education Director  
 Highlands Center for Natural History  
 1375 S. Walker Road  
 Prescott, Arizona 86303  
[fguerrero@highlandscenter.org](mailto:fguerrero@highlandscenter.org)  
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The Highlands Center is a privately funded, member-supported, educational organization. All donations are tax deductible.

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