



Highlands Center for Natural History

Job Description

JOB TITLE: Schoolyard Habitat Coordinator

Salary Range: \$40,000-\$42,000

Reports To: Education Director

FLSA Status: Exempt – Full Time

RESPONSIBILITIES:

The Schoolyard Habitat Coordinator is responsible for overseeing the promotion, coordination, and implementation of school-site educational programs; designed to integrate extra-curricular activities and standard-aligned lessons. 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 summer programs, assist with school field trips as needed, and other events at the Highlands Center. This is a high profile position, therefore a successful candidate will have excellent communication and leadership skills. 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

- Coordinate the design and implementation of Schoolyard Habitats as well as the ongoing maintenance and special projects related to them
- Oversee the development, implementation and evaluation of outdoor-science curricula for grades K-6 in collaboration with Youth Education Coordinator
- Assist Youth Education Coordinator with school field trips as needed
- Conduct lessons with students in grades K-6 in Habitats throughout the entire school year.
- Work with Education Director to engage classroom teachers in professional development related to outdoor education and the use of Habitats at their schools
- Assist Volunteer Coordinator with the training, coordination of and support of program volunteers at each site
- Work with Youth Education Coordinator to continue engagement with “alumni” schools, coordinating service days in the Habitats and inviting out for field trips or onsite programs in the Habitat
- Work with Education Director to engage community partners as related to their Outdoor Education on school sites
- Lead summer programming in June and July (3-4 weeks)

2. Program Administration

- In collaboration with HCNH Education Director, recruit and select new schools, building out long-term future with PUSD, HUSD and CVSD
- Establish and support a community-based Habitat Advisory Committee that provides program guidance
- 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

The Highlands Center is a privately funded, member-supported, educational organization. All donations are tax deductible.
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- 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
- Contribute regularly with Visions articles and social media to promote program

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.
- 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 PowerPoint.
- Good problem solving and customer service skills.
- Ability to multi-task and keep track of multiple projects in the midst of constant interruptions.
- Past curriculum development experience desired
- Past gardening, landscaping, outdoor classroom design desired

Job Specifications

- The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description. Where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodations will be provided. While performing the duties of this job the employee is often exposed to outside weather conditions while teaching daily lessons.
- The employee must be able work in multiple locations and office settings at each partnering school.
- The employee must be able to provide their own transportation.
- The employee must be able to participate in two way or multi-dimensional communication with multiple people.
- The employee is occasionally required to lift up to forty (40) pounds.
- This employee must be proficient in keyboarding, database management and organizational correspondence.
- This position requires moderate amounts of time on the telephone.
- Ability to use computer, fax machine, laminator, postage machine, copiers, and telephone.
- Employee must have a valid driver's license.
- Employee must secure standard First Aid and CPR certification.
- All employees of the Highlands Center for Natural History must be fingerprinted for a background check in the state of Arizona.