



Highlands Center for Natural History

## Job Description

**JOB TITLE:** Schoolyard Habitat Coordinator  
**Location:** Highlands Center for Natural History (HCNH)  
**Reports To:** Education Director  
**FLSA Status:** FLSA Status: Exempt – Full Time salary  
Salary: \$40,000 to \$42,000 annually, paid time off, and simple IRA

### 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, utilizes, and maintains 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 coordinate and lead summer programs including summer school and camps, assist with school field trips and break camps as needed, and other events at the Highlands Center. As a collaborative education team member, the person in this position works closely with and is an integral part of daily goings-on at the Center, and is based in the office when not in the field. 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
- Seek out and initiate HCNH involvement in special school events and Habitat work parties in addition to coordination of curriculum delivery
- Assist Volunteer Coordinator with the training, coordination of and support of program volunteers at each site
- 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
- Develop curriculum for and lead summer programming in June and July, including summer school and nature camps

#### 2. Program Administration

- In collaboration with Education Director, recruit and select new schools, building out long-term future with PUSD, HUSD and CVSD

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- Collaborate with a volunteer Habitat Advisory Committee that provides program guidance and strategic insight
- 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 and assist with office coverage, including the occasional Saturday
- 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 at times
- Must be able to work collaboratively as part of a team in a small nonprofit organization
- 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 Google Workspace and Microsoft Office Suite
- 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 to work in multiple locations and office settings at each partnering school and at HCNH
- 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.