



EdenAcres
Environmental Education



info.edenacres@gmail
(440) 479-4813
P.O. Box 51
Forest Grove, OR
97116



Position: Nature Immersion Program and Outreach Coordinator
Program: NatureDays Forest and Farm School, Summer Camps

Position Description:

The Nature Immersion Program Coordinator collaborates with the Executive Director, EdenAcres Learning Coordinator, and other forest school educators and staff to ensure a consistent high-quality educational experience across EA nature immersion programs, including NatureDays Forest and Farm School and Summer Outdoors! Summer Camps. The Program Coordinator leads by example through the modeling of a healthy relationship with and curiosity for the natural world, while supporting the delivery of place-based and age-appropriate curriculum designed to support social, emotional and physical development. The ideal candidate for this position is someone who can work independently as well as in a team, is confident in working with children of various ages and abilities, exhibits effective and clear communication with people with diverse backgrounds, has excellent organizational skills, enjoys being outdoors - rain or shine -, and finds a job that offers new adventures each day energizing.

Responsibilities:

- **Administrative/Program Coordination**
 - Work in collaboration with the Executive Director and the Board of Directors toward accomplishing strategic planning priorities and initiatives
 - Ensure a consistent high-quality educational experience across programming, in collaboration with the Executive Director
 - Observe individual classes, providing feedback and support, and coordinating yearly professional development for educators
 - Assist with program-related grant activities, execution, data collection and timely submission of grant reports as specified within grant goals and objectives
 - Track expenses and maintain budget
 - Track and fulfill supply needs
 - Collaborate with other staff and site owners to maintain an enriching and safe environment, and aid in site development
 - Support programs, educators, and greet families on-site two days/week
 - Organize student grouping, teacher assignment and program schedule for academic year and summer programming
 - **Participate in weekly team meetings**
 - Collaborate with Learning Coordinator to:
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 - Assist educators in developing and monitoring growth plans for students based on on-going evaluations performed on a regular and frequent basis
 - Coordinate educator professional development and trainings



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- Support in the develop of EdenAcres curriculum and program teaching guide in collaboration with the Executive Director

- **Human Resources**

- Support hiring process and assist with training of new employees
- Supervise and support teaching staff
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- Perform annual special program employee reviews noting areas of excellence, competencies and areas for growth, with metric and/or goals
- When needed, participate in substitution needs until sub replacement is secured
- Develop and implement policies and procedures: Conduct internal and external communications, risk assessment and management, and ensure that staff follow all EA policies and procedures.

- **Communications and Outreach**

- Family Communication
 - Maintain clear communications with fellow staff, interns, students, and their families to achieve common goals and avoid potential conflicts
 - Respond to interested family program inquiries in a timely manner (email and phone)
 - Communicate clearly with families about program updates, opportunities to volunteer, schedule changes, etc.
 - Handle emergency situations safely and effectively
 - Lead prospective student/family tours and open houses
 - Manage annual enrollment and selection of returning and new families (both school year and summer), registration and on-boarding, and on-going enrollment for any new openings
 - Maintain and update enrollment paperwork, student files and required documentation, ensuring student files are up to date
 - Create, coordinate, and send out monthly newsletters
- Volunteer Coordination
 - Recruit, train, and supervise volunteers, matching volunteers with opportunities that suit their skill sets
 - Oversee the Volunteerism for Tuition Reduction program offered to NatureDays families
 - Plan and lead regular volunteer work days for program campuses
- Social Media and Marketing
 - Manage EdenAcres social media, marketing, photo library, and other communication venues
 - Provide marketing flyers, announcements, and other marketing materials to promote programming, enrollment, and open positions in a variety of



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settings (social media, website, business/organizations, web platforms, tabling events, fundraising events/activities, and other venues)

- Aid in content development for EdenAcres website

Requirements:

- Bachelor's Degree in Early Childhood Education, environmental education or related field.
- At least three years of experience as a teacher of school-age children
- At least 1 year of experience in administration or management, including supervision.
- Environmental education training or equivalent.
- Demonstrated understanding of principles and techniques of education and the ability to implement that knowledge.
- Experience in education program development; recruiting, training, and supervising teachers, volunteers, and interns; and working within partnerships.
- Ability to work as part of a team and make contributions through collaboration.
- Ability to problem solve and maintain a sense of calm as unforeseen situations arise.
- Ability to communicate effectively with children at an age-appropriate level.
- Exceptional verbal, written, and interpersonal skills.
- Outstanding planning, organizing, and time-management skills.
- Demonstrated knowledge of the natural world and experience sharing that knowledge with children in the field.
- Ability to stand, stoop, bend, and sit, for 15-20 minutes at a time.
- CPR & First Aid, Epi-pen training

Equivalent education/experience will substitute for all minimum qualifications except where there are legal requirements such as license/certification/registration.

Desired:

- Proficient with a variety of software programs including Microsoft Office, Google suite, Canva or other graphic design software
- Experience managing social media, email communications, producing web content and promotional materials.
- Master's degree in related fields preferred.

Hours and Compensation:

40 hours per week. Annual salary range \$35,000 - \$48,000 DOE. Two days/week on site, 3 days per week flexible work from home. Administrative and Site Maintenance duties can be performed as needed on a weekly basis giving you some freedom and flexibility to design your weekly schedule.