



## Employment Opportunity The San Diego River Park Foundation Education Coordinator

---

The San Diego River Park Foundation is looking for a driven, dynamic and engaging person to join our team and ready to be a leader in strengthening and growing our hands-on, outdoor education program. The Education Coordinator is a full-time position. The San Diego River Park Foundation is dedicated to creating a better future for the San Diego River through stewardship, education, and inspiring love of nature.

The organization is in the permitting and pre-construction phase of building the Discovery Center at Grant Park, a nature and education center that will be located on the River in Mission Valley. This position will play an integral role in transitioning and expanding the organization's education program into the Discovery Center, including curriculum development and testing, strategic planning and planning for expanding volunteer docent engagement.

### **DUTIES AND RESPONSIBILITIES:**

The Coordinator will be responsible for coordinating the River Park Foundation's education program, which seeks to engage youth in the community in learning about and experiencing the San Diego River. Education lessons are field-based, and primarily serve youth in grades K-8. Responsibilities include, but are not limited to:

#### *Program coordination:*

- Work with engagement staff to support recruitment of new program participants (schools, scout groups, youth groups, etc.) from within target area
- Cultivate and retain relationships with teachers, parents, and youth group leaders
- Coordinate, schedule and host regular calendar of education events to serve 2,500 kids annually
- Support engagement team to plan and schedule special educational events for youth, such as River Kids Discovery Days
- Learn existing curriculum and lead educational field experiences for youth
- Manage education materials to ensure inventory remains in stock and in good condition
- Help recruit, support and retain volunteer docents with Engagement Coordinator
- Oversee 8-20 education interns and education volunteers by providing and updating training, scheduling and meaningful project oversight
- Be responsible for safety and logistics of education events
- Attend or help coordinate attendance at community education events, fairs, festivals

#### *Program development:*

- With Associate Director, coordinate approximately quarterly Education Committee meetings and communications
- Participate as needed in Interpretive Committee for the Discovery Center
- Research and develop new lessons for youth education, including writing, vetting, and testing

#### *Program administration and reporting:*

- Data collection and analysis for program evaluation
- Represent the River Park Foundation at periodic regional environmental education meetings

- Work with Associate Director to prepare program budget and work plan
- Record keeping to document program impact, and regular reporting
- Monitor and communicate progress toward meeting program goals

### **QUALIFICATIONS AND REQUIREMENTS**

A qualified candidate will have the following:

- Commitment to and passion for the mission of the organization
- At least two years experience working with youth (especially ages 5-13) in a camp, classroom, or similar setting, experience working with variety of different age groups is a plus
- At least one year experience in a leadership position coordinating a youth program
- Degree and background in education, ecology, environmental science, entomology, natural history, or related field
- Documented experience in curriculum design and development
- Familiarity with Next Generation Science Standards
- Ability to travel to and from sites along the River, and to transport field trip materials in personal vehicle (mileage reimbursement available)
- Good driving record (must pass DMV background check)
- Must be able to pass background check required by school district
- Ability and passion for working outdoors in any type of weather
- Ability to lift 30+ pounds
- Ability to walk 1-4 miles on uneven terrain with elevation gain
- Ability to work independently and as part of a team
- Willingness to be flexible in teaching style and schedule
- Strong public speaking skills
- Professional demeanor, positive, outgoing and friendly personality
- Proficiency in Excel, Word, Outlook and PowerPoint (ability to type at least 50 WPM)

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee may be expected to perform. The San Diego River Park Foundation is an Equal Opportunity Employer.

**Reporting:** This position reports to the Associate Director.

**Hours:** 40 hours per week, including some weekends and evenings.

**Compensation:** \$15-18 per hour, dependant on experience, plus paid holidays, PTO and health/dental

**Deadline:** Open until filled, please apply by September 7. **Start Date:** Immediately

**Contact:** Send email with resume, cover letter, and professional references to [sarah@sandiegoriver.org](mailto:sarah@sandiegoriver.org). Please put "Job Inquiry: Education Coordinator" in the subject line. No phone calls please.

**The San Diego River Park Foundation**  
**4891 Pacific Highway, Suite 114**  
**San Diego, CA 92110 [www.sandiegoriver.org](http://www.sandiegoriver.org)**