

Cochran Mill Nature Center Job Description

Title: Education Coordinator

Reports to: Executive Director

Summary: Oversees and responsible for all aspects of environmental education programming at Cochran Mill Nature Center. Operates under the guidance of Executive Director.

Essential Functions: Promotes, plans, schedules, bills, facilitates and evaluates environmental education programs. Uses Georgia Performance Standards in planning program components. Oversees operation of Nature Center camps. Operates within budget. Must handle reptiles. Interacts with general public and volunteers. Must have excellent organizational skills. Regular and prompt attendance is required due to scheduled programming. Other duties may be assigned as required within this person's abilities.

Non-Essential Functions: Acquires and maintains educational materials. Assists with special events and wildlife care including resident and rehabilitating animals.

Knowledge Skills & Abilities: Advanced knowledge of environmental education and environmental issues.

Supervisory Responsibilities: Supervises environmental education contract labor

Working Conditions: Works inside 50% of time and spends rest of time outdoors in all types of weather. Exposed to a variety of reptiles, mammals and birds.

Tools Used: Proficient with personal computer including Microsoft Office basic products (word, excel, PowerPoint), lawn mower, pick up truck (automatic and standard).

Minimum Qualifications: Bachelors degree in environmental-related or education-related field preferred. Previous work or volunteer experience in environmental education or formal education field required.

Success Factors: Outstanding communication skills required from professional presentations to speaking to 5 year old children. Warm and approachable. Must have fundamental love and passion of teaching others about the environment and wildlife. Must understand and accept demands placed on employees of a non-profit organization including overtime/weekend hours and flexibility in work duties. Must be innovative with education programming to keep the offerings fresh for schools. Must be flexible in altering programming to continually meet the curriculum objectives of the schools.

Hours: Minimum 30 hours per week. Night and weekend work occasionally

Salary: Based on experience.

