

TITLE: Youth Program Coordinator
RESPONSIBLE TO: Program Director
POSTED: 1/10/2020

APPLICATION INSTRUCTIONS:

Submit cover letter, resume, and 3 professional references to Executive Director Kevin Wernet director@woldumar.org by 1/25/2020.



OVERVIEW: Under the supervision of the Program Director, the Youth Program Coordinator will facilitate and grow school field study and day camp programs. School programs include on- and off-site field study, Eco-Green, and Annie's Big Nature Lesson. The Youth Program Coordinator will serve as Camp Director for Camp Discovery during summer and school breaks throughout the year. The Coordinator will enhance existing program curricula and help develop and implement strategies to recruit new youth program participants.

STATUS/HOURS/WAGE: Regular, full-time, at-will position. Starting salary of \$25,000-\$30,000, commensurate with education and experience, reviewed annually. Paid holidays/vacation/sick time. HRA and retirement match available. Regular professional development opportunities. 40 hrs/week required, primarily "school hours" but hours will vary based on program schedules. Occasional evenings and weekends required.

RESPONSIBILITIES:

1. Serves as Camp Director for Camp Discovery: an educational day camp with sessions offered during summer and school breaks.
2. Coordinates and facilitates Eco-Green: a student water quality program in partnership with General Motors.
3. Coordinates and facilitates Annie's Big Nature Lesson: a contracted week-long field trip program.
4. Assists with the development and facilitation of all school field study programs on- and off-site.
5. Manages program registrations and camper records.
6. Assists in hiring, training, scheduling and evaluating program staff.
7. Assists with the care and upkeep of all program equipment and supplies, including development and maintenance of educational displays indoors and outdoors.
8. Represents the organization at promotional events throughout the year.
9. Assists with and attends all annual events (approx. 4/year).
10. Assists with program-related grounds and facility needs.
11. Projects a positive, professional image of the organization at all times.
12. Assists with other duties related to the Woldumar mission as assigned.

DESIRED QUALIFICATIONS & SKILLS:

1. Ideal candidate will be charismatic, enthusiastic, and highly motivated "to educate people about the natural environment."
2. Bachelors degree or comparable work experience in education, natural resources, recreation or other related field.
3. Content knowledge related to natural science, process skills in interpretation, program planning and facilitation, outdoor education pedagogy, and leading a team.
4. At least two years' experience serving a K-12 population in a summer camp and/or school setting. Strong working knowledge of Michigan curriculum standards.
5. Must be at least 21 years of age.
6. Exceptional verbal and written communication skills, experience confidently and successfully communicating with individuals and large groups.
7. Proficient with Microsoft Office, email, & social networking. Publisher or Canva experience is helpful.
8. Certified or able to become certified in adult and child first-aid and CPR.
9. Ability to lead groups on rough terrain in all weather conditions, lift minimum of 30 pounds and communicate with diverse audiences.

ORIENTATION & TRAINING: Job-shadowing, training, and orientation will be provided by current staff.

Qualified candidates should submit a cover letter, resume, and 3 professional references to Executive Director Kevin Wernet director@woldumar.org by January 25, 2020.



WHO WE ARE:

The Woldumar Nature Association is a 501(c)3 nonprofit organization with a mission “to educate people about the natural environment.” Since 1963, Woldumar has been a resource for area schools, families, and the entire Greater Lansing Community, offering seasonal day camps, field study, and educational community events. We serve over 6000 students each year.

Woldumar protects and restores over 180 acres of ecologically significant green space in southwest Lansing. A working farm before it was generously donated by Gladys Olds Anderson, the property now boasts prairie, pine forest, wetlands, and hardwood forest, bounded by over 1.5 miles of Grand River shoreline. Five miles of hiking trails are open daily to the public.

A community of association members, volunteers, and individual and corporate program sponsors help keep this tremendous local resource available. The nature center is a popular venue for weddings, meetings and conferences, birthday parties, and other social events which help raise funds to support our nonprofit mission.

Woldumar is governed by a board of directors elected by the membership, and operated by a small year-round staff currently consisting of an Executive Director, Program Director, Hospitality Manager and Groundskeeper. During an exciting time of growth for the organization, we strive to continue engaging more people in our existing programs while diversifying our offerings to reach new communities.

DIVERSITY & INCLUSION STATEMENT: Woldumar values a diverse and inclusive community and therefore does not and shall not discriminate on the basis of race, skin color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, attractional/sexual orientation, or military status, in any of its activities or operations. We are committed to the recruitment, retention, and development of a diverse workforce that represents the Greater Lansing Community.

STAFF VALUES STATEMENT: We are a staff who cares about Woldumar, its members, visitors and customers; the children under our supervision; our fellow staff members; and the quality of work we do. We strive to communicate effectively with each other and our constituents, and hold an organizational culture of honesty and integrity in the highest regard. We are willing to challenge the status quo and try new things as we share the responsibility of fulfilling Woldumar’s mission.

GUIDING PRINCIPLES:

- 1) As staff, board members, volunteers, or members of the association, it is our duty to fulfill the mission, assure good stewardship of the resources we’ve been entrusted with, and raise funds to sustain and grow those efforts.
- 2) Woldumar is more than a park, it is a cause and a community.
- 3) Environmental education and natural areas should attract a diverse constituency.
- 4) Outdoor recreation provides a valuable gateway to conservation ethics and environmental education.
- 5) Spending time in nature is important to one’s physical and psychological well-being.
- 6) Scientific knowledge should uplift, encourage and inspire people.