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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, WAJ/Environmental Education Center School Programs

DIVISION: Administration

REPORTS TO: Assistant Director, WAJ/Environmental Education Center

GRADE: 5

SUPERVISES: Staff and students

BASIC FUNCTION:

Further the mission of the Environmental Education Center (EEC) through the planning and delivery of program curricula, activities and events for school programs. Design and deliver curricula that are safe, engaging, child-centered, fun and appropriate to the age and abilities of the participants and that meet Rhode Island Department of Education standards. Supervise EEC staff and students and oversee performance management and employee development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ensure curricula are prepared appropriate to the age and abilities of the participant and are implemented to meet EEC outcomes. Regularly evaluate program success as part of a continuous improvement practice. Deliver progressive program activities. Coordinate all activities with staff and students. Work closely with health care staff to insure the health and safety of program participants.

Coordinate with marketing personnel to drive program enrollment. Actively participate in the planning and execution of open houses and other marketing events. Participate in budget preparation and be fiscally responsible to ensure adherence to budget. Develop and implement schedules and records for all EEC programs and EEC facilities.

Ensure that EEC staff and participants know and follow safety and educational procedures. Prepare and annually update staff training documents. Develop, maintain, conduct and oversee staff training. Conduct in-service workshops for teachers/volunteers for supplementary learning experience. Communicate with parents, teacher and principals.

Assist in the management and care of the physical facilities and equipment in all program areas. Provide guidelines for programs utilizing equipment. Oversee daily checks of area and equipment for safety, cleanliness and good repair. Ensure that program areas are kept free of hazards and debris.

Advertise, interview and select candidates for staff positions. Develop and annually review hiring forms, policies and procedures to ensure compliance with University policies. Regularly monitor staff work,

provide feedback and guidance to staff and provide recommendations and concerns to Assistant Director for performance management.

OTHER DUTIES AND RESPONSIBILITIES

On-call status while participants are in residence.

Attend administrative staff meetings.

Maintain clear and positive written and verbal communication with staff.

Participate enthusiastically in all activities, providing support and guidance to those assigned leaders.

Participate as a member of the staff to deliver and supervise evening programs, special events, overnights and other functions.

Work closely with summer program coordinator to ensure continuity between programs.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet, database management and presentation software; valid and current driver's license; first aid and CPR certifications

ENVIRONMENTAL CONDITIONS:

This position is exposed to adverse environmental conditions. Ability to work in a outdoors environment with rough terrain, conduct daily responsibilities that will include exposure to sun, heat, rain, snow and varying weather conditions.

QUALIFICATIONS:

Required: Bachelor's degree in environmental education or related degree; a minimum of 4 years of experience in an administrative and supervisory role in environmental education and/or camp setting; demonstrated ability to develop, plan, organize, implement and deliver programs and activities for school-aged children; physical ability to lead and participate in all program activities; demonstrated communication and leadership skills; demonstrated ability to work with diverse groups; current certification in first aid and CPR, or ability to become certified by position start date; demonstrated ability to work within a budget; and a valid driver's license.

Preferred: Teaching certificate; marketing experience for similar organizations; and grant writing experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.