Environmental Education Coordinator (Americorps)
FRIENDS of Great Salt Lake

Job Description:

FRIENDS of Great Salt Lake (www.fogsl.org) is seeking a part-time Environmental Education Coordinator to complete 450 hours of work (an average of 20 hours/week) during a 6-7 month time period (April through October, 2013). The Environmental Education Coordinator will assist with our 4th grade Lakeside Learning field trip program at Great Salt Lake and will work to develop new k-6 educational programming.

Work will generally take place during business hours, Monday through Friday, although some evening and weekends may be required. Although this position will average 20 hours per week, the weekly time commitment will be variable, with some weeks requiring up to 40 hours.

FRIENDS of Great Salt Lake’s central office is located in Salt Lake City. Lakeside Learning field trips take place Monday through Thursday, between 9am and 1pm, at Antelope Island. Although scheduling is flexible and work-from-home is allowed, the candidate will be expected to work from the FoGSL office at least one day each week. The selected candidate will be expected to work from his/her home with minimal supervision. FoGSL may loan the selected candidate a laptop and printer to be used during the period of employment and, depending on circumstances, may reimburse the candidate for phone and internet expenses.

This position is offered through Americorps/Utah Conservation Corps (UCC), and the selected candidate must become a UCC member prior to the start of employment.

The Environmental Education Coordinator will:

• Assist in the coordination of our Lakeside Learning field trip program, including:
  o Lead groups of 4th graders through a series of outdoor educational activities at Antelope Island State Park
  o Coordinate field trip schedules with volunteers and teachers
  o Prepare and maintain field trip gear
• Work with staff, volunteers, and program participants to evaluate Lakeside Learning and suggest ideas for improvement

• Develop new summer educational programming, such as seminars, field trips, and day-camp experiences for k-6 students. This may include all or some of the following:
  o Research feasibility and costs, create a proposal and implementation plan
  o Develop new curriculum and coordinate pilot programs to collect feedback

• Transport himself/herself and volunteers to/from educational activities in the SLC area (mileage will be reimbursed)

• Co-lead Great Salt Lake Summer Camp (a week-long day camp for 4th and 5th graders)

• Coordinate participation in public outreach events and festivals

• Assist with other FRIENDS of Great Salt Lake education/outreach efforts as needed, which may include:
  o Design and create outreach items and educational materials
  o Update existing curriculum
  o Plan/staff special events
  o Research and/or write grants
  o Other duties as assigned

Minimum Qualifications:
• Bachelor’s degree (or working towards a degree) in Environmental Science, Biology, Education, Communications, or related subject
• Experience working with children in an outdoor and/or educational setting
• Effective at communicating with a variety of audiences
• Experience designing curriculum and educational activities
• Basic knowledge of ecology and geology and a willingness and ability to quickly learn new concepts
• Enjoy working outdoors in a variety of weather conditions
• Able to walk short distances (1 mile) over uneven terrain and lift moderate loads (25 pounds)
• Valid driver’s license, car insurance, and access to an automobile for personal transportation and/or transporting volunteers
• Must have access to computer and internet
• Proficiency with MS Office Suite

Desired Qualifiations:
• Knowledgeable of the Great Salt Lake Ecosystem and local conservation, education, and management groups
• Proficiency with the Adobe Creative Suite
• Spanish language skills
• Grant-writing experience
UCC members receive the following benefits for this 450-hour position:

- $2,688 living stipend
- $1,468 Education Award (given upon completion of service – this award can be used for future schooling or federal student loans)

How to Apply:

- Email a resume and cover letter to Andrea Nelson at pelican@fogsl.org no later than March 22, 2013.
- Please note: Any offer of employment will be conditional, pending the candidate's successful enrollment in Americorps/Utah Conservation Corps (UCC) and successful completion of a criminal background check. For more information about the UCC, visit www.usu.edu/ucc/