

JOB DESCRIPTION

Position Title:	Environmental Education Program Director	Dept.	Experiential Learning
Reports To:	Assistant Director of Experiential Learning	Salary Range:	\$32,000 – 34,000 + FT Benefits

Position Summary:

The mission of UrbanPromise is to equip children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and leadership. The Office of Experiential Learning and the UrbanTrekking program seeks to complement UrbanPromise's highly successful academic programming with experiential and project based learning opportunities.

The Environmental Education Program Director is expected to work as a part of the Office of Experiential Learning team of staff and volunteers. The director will be responsible for expanding and implementing the environmental education curriculum with a focus on the local watershed. UP continues to have a huge number of opportunities from community partners for environmental education. This position is responsible for capitalizing on these opportunities and structuring the environmental program at UrbanPromise with local and regional partners.

Essential Job Functions:

1. Promote environmental education, advocacy, and stewardship within and outside the UrbanPromise community.
2. Work with and provide resources to administration and faculty at UrbanPromise Ministries:
 - a. Build upon existing environmental education curriculum and collaborate with teachers to integrate experiential and expeditionary learning throughout the lesson planning process with an environmental education focus.
 - b. Lead environmental education classes, programs, and field trips, i.e. Assateague Island, Sedge Island in coordination with the UrbanTrekker Program Director. These trips include overnight travel with students.
 - c. Facilitate youth participation in local/regional environmental workshops and speaking engagements to advocate for the use and preservation of the watershed.
 - d. Work with the UrbanTrekking Program Director to integrate cycling, trail stewardship and watershed education into a cross-discipline activity.
 - e. Network and partner with local environmental organizations.
3. Lead all paddling and on- the- water activities.
 - a. Coordinate with Urban BoatWorks Program Director for the use, transportation, and readiness of the fleet for paddling trips.
 - b. Oversee the summer RiverGuide program and promote community participation in on-the-water activities and education.
 - c. Train and manage the RiverGuide Program Supervisor.
4. Support grant planning process and report on promised outcomes of environmental grants.
5. Participate in and seek out professional training and development opportunities.
6. Attend and actively participate in regular staff meetings, monthly all-staff meetings, and periodic all-staff events. Assist in UrbanPromise development activities.
7. Participate in Individual Assessment Plan (employee performance evaluation) process.

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Essential Job Requirements:

- EDUCATION** Bachelor's Degree, preferably in an environmental science-related field.
- EXPERIENCE** Preferred experience in environmental education, environmental work in an urban context, youth development, and/or outdoor education and adventure experience both on land and water.
- REQUIRED SKILLS** Public speaking, office technology, strong networking and interpersonal communication, time management, teamwork/collaboration, supervision of staff, cultural sensitivity.
- PREFERRED SKILLS** Wilderness First Responder Certification; CPR and First Aid Certification; Certifications in on-the-water activities, lifeguard certification.
- PHYSICAL REQUIREMENTS** The Environmental Educator is expected to perform duties and responsibilities of a physical nature. She or he must have an ability and comfort with on-the-water activity. A physical examination by a medical doctor that includes proof of TB and Hepatitis test must be presented if hired.