

## **Nevada Outdoor School Programs Coordinator Position Description**

Outlined below are the responsibilities of the Nevada Outdoor School Programs Coordinator as well as desired skills, experience, and benefits.

*Mission of Nevada Outdoor School:* Nevada Outdoor School inspires exploration of the natural world, responsible stewardship of our habitat and dedication to community.

### **The NOS Programs Coordinator will:**

- Report directly to the NOS Associate Director
- Act as a leader and positive role model for other NOS program staff and AmeriCorps members
- Always strive to uphold NOS Mission and Core Values

### **General Responsibilities:**

- Schedule, coordinate, train, monitor and report on the quality of all Youth Programs: school-based lessons and field trips, Nature After School, Nature at Noon and summer camps
- Schedule, coordinate, train (as needed), monitor and report on the quality of all Training Programs: Outdoor Ethics, OHV Safety, Hunter Safety, Outdoor Skills, and Educator Workshops
- Schedule, coordinate, train, monitor and report on the quality of all Healthy Community Programs: Community Hikes/Programs, Outreach Events, and Road Shows
- Work with NOS Communications and Marketing Specialist to advertise and report on Programs in local and social media – time to be paid for by non-federal sources
- Lead or assist with recruiting and interviewing new AmeriCorps Naturalists
- Ensure that all NOS equipment is checked out, returned and is in good working condition
- Maintain a safe, efficient, creative, respectful, and healthy working environment

### **Coordinate and oversee the delivery of all Nevada Outdoor School Youth Programs:**

- Directly supervise, assist and delegate assignments to AmeriCorps Naturalists
- Oversee creation and training of program curriculum
- Schedule all programs and ensure accuracy of Education Calendar
- Work with Schools and teachers to schedule school-based programs and provide consistent, accurate and informative communication related to NOS programs (including organizing and reporting on teacher/school feedback)
- Train, coach and evaluate AmeriCorps Naturalists on teaching methods, program curriculum and delivery
- Maintain high standards in regards to scientific accuracy, un-biased presentation and audience appropriateness

- Assist with data collection, evaluation and program reporting

**Coordinate and oversee the delivery of all Nevada Outdoor School Training Programs:**

- Directly supervise, assist and delegate assignments as needed to AmeriCorps Naturalists
- Coordinate with specialists, NOS staff and AmeriCorps members to schedule and host NOS Training programs throughout the year.
- Ensure the accuracy of NOS Training Calendar
- Maintain certification as Tread Lightly! Trainer, Leave No Trace Master Educator and ATV Safety Instructor
- Provide (or coordinate) Tread Lightly! and Leave No Trace Trainer courses and awareness workshops to NOS Staff, AmeriCorps members, government agencies, partnering organizations and the general public
- Provide (or coordinate) hands-on ATV safety trainings for government agencies, partnering organizations and general public (youth and adults) as needed
- Maintain Nevada Outdoor School's Leave No Trace Youth Accreditation Program
- Assist in the development, facilitation and evaluation of the Nevada State OHV Safety Program

**Coordinate and oversee the delivery of all Nevada Outdoor School Healthy Community Programs:**

- Directly supervise, assist and delegate assignments to AmeriCorps Naturalists
- Schedule all programs and ensure accuracy of NOS Healthy Community Calendar
- Assist in maintaining relationships with outdoor user groups, community organizations, local business, government agencies and non-profits for program collaboration
- Schedule, coordinate and periodically travel to and attend community outreach events and "Road Shows" around the state
- Work closely with the BLM to provide outreach and programming at various public lands events
- Schedule, oversee, and participate in Healthy Community programs such as community hikes, ATV rides, clean-ups and various outreach events

**Provide direct supervision and assistance to AmeriCorps service members and act as AmeriCorps Host Site Supervisor.**

- Supervise and delegate assignments to NOS AmeriCorps Naturalists
- Respond to and support AmeriCorps Naturalists
- Plan and conduct weekly program staff meetings and check-ins
- Lead or assist in recruiting, interviewing and selecting new members
- Lead or assist with planning and delivering appropriate professional development opportunities for programming staff/AmeriCorps
- Participate in site supervisor meetings and trainings as required

**Continually work towards personal growth and sustainability of NOS programs.**

- Assist with grant and other funding proposals as required – time to be paid for by non-federal sources
- Help recruit sponsor organizations/businesses to fund aspects of NOS programs – time to be paid for by non-federal sources
- Ensure timely creation of monthly expected expenses and supply lists for NOS programming and operating expenses
- Supervise the collection of adequate data for necessary grant and program reporting
- Network in all possible circumstances for the benefit of the program
- Participate in professional development opportunities that support NOS and advance professional goals
- Assist in programs as needed
- Maintain office needs such as supplies and technology or troubleshooting issues that may develop

**Skills/Experience Desired:**

- College degree in related field desired
- Supervisory experience required
- Training/experience in coordinating and communications: excellent writing and public speaking skills
- Leadership skills: ability to think critically, organize large projects and manage multiple projects, ability and willingness to delegate tasks and manage volunteers effectively
- Excellent organizational and time management skills and must be able to multi-task
- Knowledge/experience with teaching youth and adults, curriculum design, and inquiry based teaching methods
- Knowledge of and experience with Tread Lightly! and Leave No Trace programs
- Experience riding ATV/OHVs and a passion for educating the public on responsible riding practices
- Passion for the outdoors, responsible outdoor recreation, education, youth and rural Nevada
- Basic computer skills: word processing, spreadsheets, and publishing
- Valid driver's License and good driving record

**Benefits:**

- Competitive salary (dependent upon experience)
- Monthly medical insurance or retirement benefit
- Holiday, vacation, sick leave and compensatory time benefit
- Opportunities for career development

**To apply, please send a current resume and cover letter to [info@nevadaoutdoorschool.org](mailto:info@nevadaoutdoorschool.org)**