

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 in the Park and Nature Explorers 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 Workshops
- Schedule, coordinate, train, monitor and report on the quality of all Healthy Community Programs: Community Hikes/Programs, Road Shows and partnered programs
- 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 Outdoor Educators
- 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 Outdoor Educators
- Oversee creation and training of program curriculum
- Schedule all programs and ensure accuracy of programming & outreach calendars
- 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 Outdoor Educators 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 Outdoor Educators
- Coordinate with specialists, NOS staff and AmeriCorps members to schedule and host NOS training programs throughout the year.
- Acquire and/or 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 Outdoor Educators
- 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 community programs such as community hikes, nature clubs, ATV rides, clean-ups and various outreach events
- Work with local partners to provide NOS outdoor education at partnered events

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

- Supervise and delegate assignments to NOS AmeriCorps Outdoor Educators
- Respond to and support AmeriCorps Outdoor Educators
- 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) \$34,000 to \$40,000 annually
- Monthly \$200 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