



Friends of Tualatin River National Wildlife Refuge

Position Description

Friends Environmental Education Coordinator (EEC)

POSITION TITLE: Environmental Education Coordinator (EEC)

LOCATION: Tualatin River National Wildlife Refuge Complex, Sherwood, Oregon

POSITION SUMMARY:

With direction from the Visitor Service Park Ranger (VSPR), the EEC coordinates the Tualatin River National Wildlife Refuge Complex (Refuge) environmental education (EE) program serving several thousand students annually. The EES is largely self-directed and performs independent work. The focus of the EES is to provide nature experiences and awareness to diverse groups of urban youth, students, and other community members through high-quality and relevant programming. The EEC uses the following to guide their work:

- National and state academic learning standards
- Next Generation Science Standards
- North American Association for Environmental Education: [Guidelines for Excellence](#)
- US Fish and Wildlife Service: [Standards of Excellence](#) for engaging urban communities

Refuge staff determine overall program guidelines and goals for the EE program. The EEC reports to the Board of Directors of the Friends of the Refuge (FOR) through the Chair of the Environmental Education Committee. The Board and the EE Committee coordinates with Refuge staff to assist in fulfilling the goals of the program.

Environmental Education Responsibilities:

- Research and develop curriculum, activities and materials that: align with state and national learning requirements; are multi-disciplinary to appeal to varying learning styles; and are relevant to the multicultural makeup of the students that are served.
- Provide EE programming that is targeted for audiences of different backgrounds, comfort levels, and skill levels. Ensure that programming is delivered in ways that honor and respect diversity, cultural beliefs, and needs.

- Engage local schools, regional natural resource organizations, and other traditional and non-traditional partners to create a well-rounded collaborative education program that demonstrates how natural resources are important to people and their communities, with an emphasis on urban areas.
- Develop and conduct naturalist workshops to train educators to use Refuge curricula in order to provide high-quality learning experiences for students.
- Recruit, train and manage both adult and youth volunteers to manage and conduct EE activities.
- Plan, coordinate, and lead EE activities for K-University students in both the classroom and the field.
- Seek new sources of funding to support the EE program, including grant writing,
- Maintain an EE database to track and evaluate program success.
- Provide general office/administrative support related to EE programs including program scheduling, tracking, and evaluation.
- Maintain EE equipment, supplies, and materials in adequate quantities and in good working order.
- Under the direction of the VSPR, serve as lead of the Education Committee. The EEC serves as a representative of the FWS and Friends staff, contributing communications and guidance from the staff to the Committee.
- Serve as a member of the Summer Nature Camp Committee, and provide assistance during Nature Camp when it is held.

Visitor Program General Responsibilities:

- Under the direction of the EE Committee's Board representative, assist Friends Board with developing and carrying out the Board's Strategic Plan and Annual Work Plan.
- Assist Refuge and Friends with planning and implementation of special events such as Tualatin River Bird Festival, Refuge Week, Native Plant Sale, and others as assigned.
- Serve as a back-up and provide assistance to the Visitor Center and Interpretive Program Coordinator (IPC) for Visitor Center operations and, as needed, in support of the operating schedule of the Visitor Center.
- Collaborate with the VSPR and IPC on the operation of the public use and interpretive programs. This includes providing volunteers and/or accompanying/leading interpretive programs and providing feedback for program evaluation.
- Assist the Refuge Visitor Services Park Ranger with training and supervision of all volunteers.
- Provide reports, information and updates about programs to Refuge Visitor Services Park Ranger and Friends Board of Directors as requested.
- Other duties as assigned.

Requirements:

- A bachelor's degree from an accredited, four-year university in education, environmental education, environmental science, natural resources, or the natural sciences, or equivalent.
- Minimum one year of experience working in an environmental education program.

- Knowledge of a wide range of concepts, principles and practices of environmental education and skill in applying this knowledge to the EE program.
- Ability to research and understand the demographics and culture of the local urban community and apply that knowledge to programming.
- Ability to research, develop and conduct curriculum activities to meet both educational and refuge objectives.
- Ability to develop, organize, advertise and conduct teacher and naturalist workshops and training.
- Ability to recruit, train, schedule and supervise volunteers in support of the EE program.
- Knowledge of national EE organizations and programs.
- Knowledge of the U.S. Fish and Wildlife Service and the National Wildlife Refuge System.
- Ability to assist with short and long-term planning of the EE program.
- Solid background in natural resources, ecology and environmental issues.
- Ability to work in a team environment, including teams comprised of members of diverse backgrounds, experience or viewpoints. Ability to work independently.
- Experience with Windows computer operating systems, Microsoft Office, database management, and e-mail.
- Excellent written and oral communication skills.
- Willingness to contribute to the spirit of community volunteerism.
- Willingness to attend and travel to meetings in various parts of the region and work evenings and weekends as necessary
- Regular and reliable attendance.
- Applicants should have a valid driver's license and good driving record.
- Willingness to submit to a federal and/or state background check.

Desired Skills:

- Proficiency in spoken and written English and Spanish languages.
- Experience volunteering or working with volunteers in a management capacity.
- Knowledge of local and state education standards and how they can be applied to EE programs.
- Willingness to engage in communication with community leaders to develop programs that suit the needs of educators and students while supporting the goals and objectives of the Refuge.
- Knowledge of local, regional, and state EE organizations and programs.

WORK ENVIRONMENT

The position requires office, classroom, and outdoor work. Temperature and weather extremes may be encountered in the performance of outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as to not endanger self, fellow workers, visitors or property. The incumbent will be required to follow the established Friends' dress code.

HOURS: Full-time 40hrs/week; 5 days/week; Sunday-Thursday (with occasional evening and holiday work.)

COMPENSATION: Depending on experience or qualifications. Hourly position. Benefits include paid holidays, vacation time and sick leave. Training growth opportunities are provided.

HOW TO APPLY:

In one PDF document, please submit your Cover Letter, Resume and three references to info@friendsoftualatinrefuge.org - Attn: Bonnie Anderson, Subject Line EEC Position

*Applications due by September 30