

## ***JOB DESCRIPTION***

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Position Title: Environmental Education Program Director  
Department: Experiential Learning

Reports To: Assistant Director of Experiential Learning  
Salary Range: \$32,000 – 38,000 w benefits

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### **Position Summary:**

At the heart of all positions at UrbanPromise is the love for and commitment to children and youth. We embrace the value of relationships with our students through the mission of UrbanPromise-- to equip children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and Christian leadership. The Office of Experiential Learning 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 and on the water recreation with a focus on the local watershed. UP continues to benefit from numerous opportunities for environmental education through its many community partners. This position is responsible for capitalizing on these opportunities and managing the multiple projects and initiatives of the environmental program at UrbanPromise with local and regional partners. Success in this position requires a highly motivated team player and self-starter with high level organizational and interpersonal skills.

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### **Essential Job Functions (List the most important responsibilities of the position here ):**

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 UrbanTrekkers 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 the UrbanTrekkers Program Director with expeditions outside of Assateague, Sedge Island, and the Pinelands when needed.
5. Coordinate with collaborative groups such as Riverways, River Quest, and Discover the Delaware to meet annual group obligations.
6. Support grant planning process and report on promised outcomes of environmental grants.
7. Participate in and seek out professional training and development opportunities.
8. Attend and actively participate in regular staff meetings, monthly all-staff meetings, and periodic all-staff events. Assist in UrbanPromise development activities.
9. 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.

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**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.

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**REQUIRED SKILLS**     Public speaking, office technology, strong networking and interpersonal communication, time management, teamwork/collaboration, supervision of staff, cultural sensitivity.

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**PREFERRED SKILLS**     Wilderness First Responder Certification; CPR Certification; Certifications in on-the-water activities such as ACA; lifeguard certification.

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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.

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

_____ Employee's Name/Signature	_____ Date
_____ Manager's Name/Signature	_____ Date

**Human Resources Approval/Comments:**

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_____ Authorized Human Resources Signature	_____ Date
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