

Educator & Volunteer Manager

Reports to: Executive Director

General Summary: This full-time, hands-on position is responsible for assisting the Program Manager in creating, developing, and teaching Eco-Justice Center (EJC) programs including camps, fieldtrips, and workshops that are in alignment with EJC mission, vision, and values. Responsible for recruiting, training, coordinating, and supervising volunteers to help carry out the work and mission of Eco-J, especially in areas of maintaining the grounds and animal care. Assist Executive Director with management of animals. Also includes coordination of gift shop and revenue-generating items for sale (jellies, popcorn, alpaca products, etc).

Job Description

Essential Duties and Responsibilities:

1. Educator (35%)
 - a. Teaching programs including field trips, camps, and classes.
 - b. Works directly with Program Manager and Developer to develop relevant curriculum
 - c. Leading tours, hosting special event programs (Solstice & Equinox, Pacas & Pints, etc.)
 - d. Represents the Eco-Justice Center mission, vision and values and emphasizes the importance of maintaining a positive image as an EJC ambassador on and offsite.
 - e. Participates in professional associations and certifications related to environmental education.
2. Volunteer Management (35%)
 - a. Work alongside volunteers in the gardens and on grounds for volunteer work days; coordinate with staff for priorities
 - b. Initiate recruitment strategies, provide guidance through onboarding and care during tenure to cultivate engagement and ensure a rewarding volunteer experience.
 - c. Implement the volunteer intake process, including processing new volunteer applications, matching volunteers to appropriate teams and facilitating and tracking onboarding.
 - d. Oversee collection and tracking of volunteer data and documents.
 - e. Train staff to work cooperatively with volunteers and to provide them with effective supervision.
 - f. Ensure volunteer assignments provide meaningful, satisfying work in a community reflective of the core values of the organization.
 - g. Assist with conflict resolution involving volunteers according to established procedures and organizational core values.
 - h. Facilitate volunteer exit or dismissal process.
 - i. Promote volunteer program and coordinate with volunteer networks to increase awareness and gain community support of volunteering.
 - j. Conduct ongoing evaluation of the volunteer program, its processes, policies and activities; recommend and implement improvements as necessary.
 - k. Effectively communicate organization and program updates to volunteers.
 - l. Plan and coordinate with the Executive Director, for events and fundraisers requiring volunteers (ex. Discovery Days)
3. Coordination of revenue-generating items for sale (10%)
 - a. Assist Land Stewardship Manager in picking, juicing, and canning of forageable land fruits each year.
 - b. Initiate and lead processing of alpaca fiber into yarn, then distributing fiber to volunteers to be made into hats and scarves each year.
 - c. Seek out options for possible sale of fresh or dried flowers or plants.
 - d. Take photos of products and coordinate marketing of products on website and newsletters.
4. Animal Care (10%): Assist with management of animals; coordination of animal feed & supplies. Assists with animal husbandry daily chores including trouble shooting care and emergency procedures, as needed.
5. Supervising live-in interns for part of the year.
6. Hermitage oversight.
7. Social media assistance.
8. Other duties as assigned.

Knowledge, Skills and Abilities Required

1. Bachelors' degree in education, ecology, science, or related field.
2. Minimum three years of related teaching experience and experience in developing and delivering informal science education curriculum/ programs.
3. Experience teaching children ages 4-14 (with an emphasis on 6-10 year olds).
4. Experience communicating with teachers and parents.
5. Developmentally appropriate teaching strategies & child- and adult-management skills.
6. Ability to conceptualize, design, and implement programs, projects, and activities related to the mission of the organization.
7. Experience supervising and training volunteers and interns related to program deliverables.
8. Public speaking skills such as voice inflection, varied facial expressions and enthusiasm.
9. Strong professional skills such as the ability to develop positive interpersonal relationships and give and receive constructive feedback.
10. Ability to work effectively as a team member.
11. Ability to independently multi-task to complete projects.
12. Strong organization, communication, time management, and leadership skills.
13. Proficient with all Microsoft Office programs.

Physical and Mental Requirements:

1. Willingness to work outside and conduct programs in the evenings, weekends, and holidays in sometimes adverse weather conditions.
2. Ability to perform physical activities that require considerable use of arms and legs and moving whole body, including the ability to walk significant distances, stand for extended periods, lift moderate weights, and stand and stoop. Ability to maintain body equilibrium to prevent falling when walking, standing or crouching on slippery or erratic surfaces.
3. Ability to lift 50 pounds.
4. Ability to manage a variety of personalities.
5. Ability to be pleasant with others on the job and display a cooperative attitude.
6. Willingness and ability to do hands-on outdoor work: grounds and animal care.
7. Patience, perseverance, flexibility, and good humor.

Additional Requirements:

1. Valid driver's license.
2. Valid insurance if using own vehicle for Eco-Justice Center business.
3. Successful completion of a background check, physical exam and drug test.
4. Typical work week is Mon-Fri, but may have to work a Tues-Sat work week for part of year.

This is a full-time, exempt, salaried position with benefits, including health and match of retirement contributions.

Salary: \$43,000/year

Qualified applicants, email a cover letter and resume to: marylynn@ecojusticecenter.org by Dec. 20, 2024. Interviews will be held on a rolling basis from December-January until the position is filled.