



THE WILDERNESS CENTER

EDUCATION • CONSERVATION • STEWARDSHIP

JOB DESCRIPTION

Title: Environmental Education Coordinator

Supervisor: Director of Education

Location: The Wilderness Center (TWC); Wilmot, Ohio

Position Type: Full Time exempt. Flexible schedule with remote work being optional at times. Benefits include health, vision, dental, life & long-term disability insurance, paid time off (vacation, sick, holidays), and a 401(k) match up to 5%

Summary of Position:

This position will play an important role in expanding our community outreach, conservation-based activities, and educational offerings to schools and the general public.

Duties & Responsibilities:

- Promote awareness of and appreciation for nature, conservation, and ecology.
- Network with the community to develop and provide comprehensive environmental education and interpretive programs.
- Network and foster relationships with agencies, organizations, schools, businesses, and community groups in support of TWC's education programs.
- Promote TWC through public speaking and outreach engagements, and actively participate on community-based or education-focused committees.
- Coordinate TWC's participation in local community events including staffing, design, set-up, and takedown.
- Strengthen efforts to reach and provide environmental education-based programming and educational opportunities to diverse, under-resourced, and under-served communities.
- Participate in the development, implementation, and improvements of TWC's public program offerings and onsite events highlighting the natural features found on and around TWC properties.
- Create and develop dynamic educational materials, activities, and curricula that align with or complement Ohio's Learning Standards and Model Curriculum for Science, as well as STEM and STEAM based programming.
- Coordinate and present indoor and outdoor environmental education interpretive programs.

- Plan and coordinate public hikes, trail tours, night hikes, field trips, and workshops.
- Conceive and conduct special programs that encourage the use of TWC's trails and facilities by culturally diverse individuals and groups.
- Assist with the planning and conducting teacher and professional development workshops.
- Provide program-based assistance to volunteers and other TWC departments.
- Create and maintain bulletin boards, trail kiosks, informational displays, brochures, and other interpretive resources.
- Assist in the coordination of special programs and fundraising events.
- Assist with the production and review of program guides/catalogs and newsletters.
- Assist with the development and management of environmental education content for TWC's website, social media, and e-blasts.
- Collaboratively conceive and implement exhibit design and interpretive signage utilizing current technologies.
- Assist the Director of Education to prepare and manage program budget.
- Perform a variety of administrative and technical duties in support of the organization.

Qualifications & Requirements:

- Bachelor's degree in a relevant field.
- Must possess interpretive, outreach, and administrative skills.
- Ability to work with groups of all ages and sizes.
- Comfortable working with children, elders, and special needs.
- First Aid/CPR preferred.
- Strong organizational, problem-solving, teaching, and computer skills.
- Ability to work efficiently, in a group or individually.
- Comfortable speaking in front of a crowd in a dynamic way.
- Cheerful and outgoing demeanor.
- Willingness to work flexible hours, including occasional evenings and weekends.
- Adherence and commitment to Wilderness Center's mission and core values.
- Must be able to pass a background check and drug test.
- Must have a valid driver's license.

The Wilderness Center, Inc. is an equal opportunity employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination based on race, age, color, sex, religion, national origin, or other protected classification.

UPDATED: 8/4/2021