

Job Announcement
Calapooia Watershed Council



Posted: July 24th, 2019
Closing date: August 22nd, 2019

Position Description

Title: Outdoor School Program Coordinator

Location: Brownsville, OR and surrounding areas

Status: Permanent, non-exempt position, 0.8 FTE, 32 hours per week with the exception of Outdoor School. Expected to work overtime during Outdoor School (15.5 hour days for 17 days/year) and will receive time and a half pay for overtime hours (beyond 40 hours per week.)

Pay: \$18/hr

Benefits: Health Insurance, PTO, 10 Paid Holidays & Retirement Matching. Mileage beyond the regular commute will be reimbursed at the federal rate.

Start Date: September 18th, 2019

To Apply: Send resume, cover letter, and 3 references to Kristen Daly at operations@calapooia.org by 5:00 pm on August 22nd, 2019.

Position Summary

The Calapooia Watershed Council (CWC) seeks an energetic, passionate individual to serve as an Outdoor School (ODS) Coordinator. The Coordinator will work closely with teachers and school district employees to lead the Outdoor School programs for the Greater Albany and Central Linn School Districts.

The CWC developed the Watershed Education Program in 2013 and has been growing its capacity to serve the students in our service area. Current programs include Salmon Watch and Urban Ecology field trips for 5th graders, Outdoor School for 6th graders, snorkeling trips, and customizable programs for students of all ages. With the passage of Measure 99 "Outdoor School for All", the CWC has expanded its ODS program to include all 6th grade students in Greater Albany and Central Linn School Districts.

About Us

The CWC was created by residents of the watershed in 1999, and is a community organization that promotes voluntary actions to improve the health of the watershed. The Council is a leader in youth watershed education and is currently completing numerous high priority river restoration projects each year. www.calapooia.org

RESPONSIBILITIES

The ODS Facilitator will report to the Education Manager and will:

- In collaboration with District staff, oversee the development, management, and delivery of ODS programs for 5 schools.
 - Stay overnight at the camps to ensure programs are running effectively.
 - Respond to the needs of students, teachers, and volunteers during scheduled activities.
- Lead ODS planning meetings.
- Collaborate with teachers to update and deliver ODS classroom lessons throughout the year.
- Supervise ODS support staff including a full time intern and volunteers.
- Build relationships to cultivate a culturally responsible, inclusive learning community.
- Coordinate and lead ODS leader trainings.
- Work with school districts to complete OSU Extension M99 reporting.
- Keep and update an inventory of ODS supplies.

REQUIREMENTS

- Four years of relevant experience coordinating an ODS or similar residential learning program OR a four year degree in a relevant field with two years of ODS Coordination experience.
- Ability to prioritize tasks with minimal oversight and find creative solutions to challenges.
- Willingness to work a flexible schedule with some evenings, overnights and weekends.
- Demonstrated ability to lead a diverse team and create an inclusive environment for students.
- Prior supervisory experience.
- Experience working with a diverse group of partners, and building new partnerships.
- Strong public speaking and written communication skills.
- Self-awareness, particularly of personal bias and privilege and how it influences personal choices and leadership.
- Ability to pass a criminal background check.
- Valid Oregon driver's license.
- Proof of auto liability insurance.

PREFERRED SKILLS

- ***Strong Preference will be given to applicants who are bilingual in English and Spanish***
- Grant writing/ reporting.
- Proficiency in GSuite.
- Additional relevant certifications (CPR, First Aid, Wildlife First Aid, lifeguard, etc.).
- Experience with relevant ODS activities (fishing, archery, survival skills).
- Experience working at a non-profit organization.

ANTI-DISCRIMINATION POLICY

The CWC is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.