



Coldharbour Institute is seeking applications for our 2022 Summer Season Lead Educator. This person will be responsible for the day-to-day and programmatic duties associated with the Coldharbour Education programs. They report directly to the Program Director (PD) and are expected to log an average of 32-36 hours per week, understanding that some programs/events generally demand more time and commitment.

Responsibilities include but are not limited to -

Administration:

- Daily email communication with Program Director
- Assistance with collecting participant paperwork and checking registration forms

Youth Environmental Education:

- Lead experiential environmental and STEM educational programs
- Organization of materials and educational supplies
- Coordination of age and topic appropriate activities
- Coordination and management of education programs and land access

Community Education:

- Assist in the coordination of workshop series
- Lead ranch tours and field trips
- Coordinate with PD on special projects

Qualifications -

- Excellent verbal communication skills
- Broad understanding of environmental education
- 1-2 seasons of leading educational programs is preferred
- Knowledge of complex sustainability issues
- Strong organizational skills and ability to manage multiple demands simultaneously
- Ability to relate and communicate with diverse partners and program participants
- Ability to effectively promote and communicate the organization's mission
- Self-motivated

Compensation and Commitment -

The Lead Educator will commit to supporting our environmental education efforts from May 17th, 2022 through August 26th, 2022 at a full-time capacity. Our programming is generally Monday-Friday between 9 am and 5 pm, with some exceptions of evening and weekend activities. The Lead Educator would be expected to commit to all of those dates,



with flex time. Pay will range from \$4,500 up to \$5,500 with a contract. Professional development and an opportunity for First Aid/CPR Certification/recertification will be offered.

To Apply:

Please send your resume and short cover letter stating why you think you would be a good fit for this position, to Hannah at programs@coldharbourinstitute.org. The application deadline is 5pm on May 3, 2022.

For more information about Coldharbour Institute, please visit our website at coldharbourinstitute.org