



for the love of nature™

Job title	Children Education Coordinator
Reports to	Nature Education Coordinator
Location	Cibolo Nature Center at Cibolo Center for Conservation
Compensation	Base salary \$35,000 to \$38,000 plus benefits, commensurate on professional experience and education

Educational Programs Overview

The Cibolo Center for Conservation is an organization founded in 1988 to connect people with nature and inspire them to fall in love with land, water, and wildlife in the hopes that they will become champions and stewards of the Earth. Our mission is the conservation of natural resources through education and stewardship. For nearly 40 years, the Cibolo, located in Boerne, Texas, has been providing exceptional educational programming for children, youth, adults, and families at our nature center, historic farm, and nature-based preschool. Our dynamic team brings passion, creativity, and knowledge to all we do on our beautiful campuses along the Cibolo Creek.

Position Summary

The Children Education Coordinator will lead children education programs and events on our two campuses, the Cibolo Nature Center, and Herff Farm, while also engaging children and adults in regional communities. All programs will have a special emphasis on environmental education, access to nature, and conservation connections. This position will manage the volunteers necessary to coordinate, plan, and implement educational programming for children with events that inspire a love for the land, water, and wildlife of our region. Other duties as assigned might include recruiting, scheduling, and conducting Docent training for fieldtrips, scheduling needed docents to run fieldtrips, visitor center and updating current curriculum with guidance from our Nature Education Coordinator. All docents will be added to and managed through Better Impact. As field trips are booked the information will be added to Cibolo calendars to reserve spaces and Better Impact for staffing and logging volunteer hours worked for fieldtrips.

Essential Functions/Responsibilities

Program Management and Execution (80%):

- Coordinate all aspects of outdoor classroom programming including but not limited to teacher communication (verbal and written), and school scheduling and confirmations.
- Create and maintain outdoor classroom schedule, assign volunteers to activities.
- Ensure that school field trips are ready to go as scheduled.
- Be familiar with all outdoor classroom activities.
- Take over as activity leader if necessary.
- Maintain all activity kits, communicate supply needs, and maintain storage and organization.
- Monitor the program while in progress- assisting guides or school groups if necessary.
- Follow up with visiting teachers – assuring evaluations are out and then returned.

- Communicate with and maintain strong relationships with outdoor classroom volunteer docents

Staff and Volunteer Maintenance (20%):

- Work with and train volunteers, and interns to assist in program delivery
- Recruit, train, and steward volunteers in various ways at the Cibolo Center for Conservation.
- Create a culture of positive enthusiasm for learning among the staff, volunteers, interns, and program participants
- Input and manage all volunteer's information, hours, and scheduled fieldtrips in Better Impact.

Position Qualifications

- Ability to prioritize and handle multiple projects/tasks, manage groups and activities, meet deadlines with limited supervision
- **High energy** with the ability to multi-task, be flexible and exhibit patience
- Excellent documentation skills and attention to detail
- Ability to respect confidential information and handle it appropriately
- Ability to work with and manage a broad spectrum of people to include teachers, children and teens and volunteers
- Knowledge of Microsoft Office programs including Word, Excel, Outlook, PowerPoint, etc. and willingness to learn new software programs as needed.
- Ability to lift over 30 lbs.

Please note, employment is contingent on fingerprinting and a clear background check.

Working Conditions & Physical Requirements

The position will typically work 40 hours per week year-round. The position is primarily Monday—Friday. However, some weekends or evenings may occasionally be required for family events, staff meetings, or training opportunities. Due to the outdoor format of the school, the Children Education Coordinator must have the ability to work outdoors in all seasons and weather conditions. They must also have the ability safely navigate a variety of surfaces, walk long distances, stand for extended periods of time, sit, kneel, stoop, crawl, twist, reach above head, climb stairs or ramps, lift, carry over 30 lbs.

To Apply

To apply, please submit a letter of introduction and a current resume to hr@cibolo.org with *Children Education Coordinator* in the subject line. The position was posted **October 19, 2022**. The position will remain open until filled.