

Sibley Nature Center - Job Description

Title of Position: Education Program Coordinator, Sibley Nature Center

Reports to: Executive Director, Sibley Nature Center

To Apply: Email your cover letter and résumé to paul@sibleynaturecenter.org

Job Summary: The Education Program Coordinator is a professional position with primary responsibility for developing, coordinating, evaluating, scheduling and marketing quality education programs at the Sibley Nature Center. The position is supported by the Executive Director, Museum Scientist and Education Volunteers.

Essential Duties and Responsibilities:

- Maintains, refines, assesses and expands upon current curriculum for Sibley's broad range of educational programs including Tales and Trails Preschool Storytime, Nature Club, School Tours, Summer Camps, and Homeschool programs.
- Supervises education volunteers in interpreting Nature Center programs and trails to children and adults using generally accepted nature interpretation techniques.
- Coordinates and plans Sibley's annual events (Nature Festival and others) with the Board Program Committee.
- Schedules programs on internal and website calendars in coordination with program associate and volunteer schedules.
- Works with partner organizations and Midland Independent School District to collaborate on existing and new programs.
- Recruits and supervises volunteer educators by working with Texas Master Naturalists.
- Works with Executive Director to market programs on Facebook, and uses PatronManager software to create online registration links for programs.
- Maintains Sibley Llano room education space and Llano Estacado Discovery Zone by purchasing display spaces, furniture, exhibits, and other needs.
- Develops and tracks the annual education and programs budget.
- Prepares annual reports by analyzing and summarizing program attendance, successes, challenges, visitor center walk-ins, and other relevant information.
- Creates and maintains interactive touch screen displays throughout the Nature Center using intuilab software.
- Assists in the maintenance and update of www.sibleynaturecenter.org web site.
- Develops new curriculum for onsite and offsite educational programs for a wide variety of audiences as needed.
- Support Executive Director and/or Museum Scientist in special projects or assignments.
- Other duties as assigned.

Working Hours and Environment: This is a full-time position with a minimum 40 hours per work week. The center is open 9 a.m. to 6 p.m. Mon. through Fri. and 9 a.m. to 4 p.m. Saturdays. The education program coordinator is expected to coordinate weekend programs and hold a regular schedule of Tues.-Fri. 9 a.m. to 6 p.m. and Sat. 9 a.m. to 4 p.m. Schedules can be flexed to support staff needs. The education program coordinator works in the Nature Center office in and on Nature Center property under wide range of weather conditions and terrains, and in schools, community buildings and other offsite indoor and outdoor locations.

Physical Demands: While performing essential functions, the education program coordinator is regularly required to walk, stand, see, speak and hear; frequently required to sit, reach, use hands to manipulate objects or tools and work in all weather conditions; and occasionally required are the abilities to lift up to 40 lbs., carry, bend and stoop.

Education and Experience: Requirements include a Bachelor's degree from an accredited college or university with a major in Education, Biology, Ecology, Natural Science or a closely related field, one (1) year experience in an environmental oriented setting and two (2) years experience working with groups of children or adults, or any equivalent combination of training and experience. The ideal candidate will have strong organizational skills and excellent verbal and written skills.