

Education Coordinator

Minimum of 10 hrs/wk and not to exceed 20 hrs/wk (**exception** – during Camp SCRAP 7/21-8/1 will be 40 hrs/wk)
Independent Contract Position
Reports to: Director

JOB SUMMARY: This position is responsible for coordinating and executing SCRAP's education program both at SCRAP and in schools.

Duties include, but are not limited to:

Coordination & Outreach

- Plan, schedule and administer education program activities (School's Out, SCRAP's In, Camp SCRAP, Field Trips, SCRAP at School, Birthday Parties)
- Maintain program metrics and collect data as determined by program goals
- Create age/grade appropriate lesson plans consistent with SCRAP's education goals
- Prepare monthly report of program activities
- Develop and maintain relationships with administrators and educators
- Promote education program offerings to school administrators, educators and home school networks
- Maintain and distribute collateral materials
- Provide excellent customer relations while engaging with stakeholders

Programming

- SCRAP at School
 - Lead presentations for K-12 classes
 - Employ volunteers as desired/necessary
 - Promote trips to educator groups
- Field Trips
 - Lead presentations for K-12 classes
 - Employ volunteers as desired/necessary
 - Promote trips to educator groups
- SCRAP Camp
 - Lead in-house camp for ages 6-12
 - Employ volunteers as desired/necessary
- School's Out, SCRAP's In
 - Lead in-house workshops for ages 6-12
 - Employ volunteers as desired/necessary
- Birthday Parties
 - Lead in-house parties for ages 6+
 - Employ volunteers as desired/necessary

Skills and Qualifications

- Understanding and appreciation of SCRAP's mission
- Teaching certification and classroom experience highly desired
- Excellent interpersonal and effective communication skills with both adults and children
- Coordination experience strongly preferred
- Able to work both independently and in a team-oriented environment
- Willingness to ask questions as needed
- Basic computer skills (Microsoft Suite, google apps, etc)

Expectations of all SCRAP Staff

- Work as part of a team with other staff, programs, volunteers and Advisory Board to fulfill SCRAP's mission
- Communicate effectively and focus on good stakeholder relations
- When necessary, say "no" tactfully and suggest other community resources to meet appropriate need
- Stay current with the environmental services community and resources for referral to customers
- With other staff, act as an Ambassador for SCRAP in the community

Submit cover letter, resume and references to Heatherg@scrapdenton.org by 5pm Monday, June 23rd.