

Education Coordinator

10-15 hrs/wk (primarily afternoon, evening and weekend hours)

Independent Contract Position

Reports to: Director

JOB SUMMARY: This position is responsible for coordinating and teaching SCRAP's in house education program offerings. The Coordinator will be paid a percentage of each service rendered.

Duties include, but are not limited to:

Coordination & Outreach

- Plan, schedule and administer in house education program activities (School's Out, SCRAP's In, Camp SCRAP, Field Trips, Birthday Parties and Adult Classes)
- 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

Programming

- Adult Workshops (weekday evenings, weekends)
 - Plan engaging classes based on customer interest and popular DIY subjects
 - Recruit volunteer teachers to lead adult workshops (ages 18+)
 - Hold a minimum of 2 and maximum of 4 adult classes each month
- Field Trips (weekdays)
 - Lead field trips for K-12 classes
 - Employ volunteers as desired/necessary
 - Promote trips to educator groups
- SCRAP Camp (held during Thanksgiving Break, Spring Break and Summer)
 - Teach in-house camp for ages 6-12
 - Employ volunteers as desired/necessary
- School's Out, SCRAP's In (held during summer)
 - Teach in-house workshops for ages 6-12
 - Employ volunteers as desired/necessary
- Birthday Parties (weekend)
 - 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, willing to ask questions as needed
- Basic computer skills (Microsoft Suite, google aps, 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.