



Job Description:

Education Coordinator

The Waikōloa Dry Forest Initiative's Education Coordinator is responsible for development and instruction of WDFI's unique children's environmental educational program, the Waikōloa Future Foresters. Candidates should be motivated and enthusiastic about leading outdoor adventures that inspire keiki and deepen their connections to the natural world. The Education Coordinator also develops and expands educational materials, experiences, and activities and shares them with visiting students, classes, groups, and the general public.

Leadership

- The Education Coordinator should possess and strive to acquire extensive knowledge of the history, cultural significance, ecology, climate, and geology of the Waikōloa region.
- Provide authentic, accurate information about the science, history, and stewardship of Waikōloa to the public.
- Act as a positive role model and provide mentorship to youth program participants.
- Maintain and build positive relationships with program participants, parents, and partners.

Responsibilities

- Manage the Waikōloa Future Foresters Program with assistance from WDFI Executive Director.
- Collaborate with staff from Waikōloa Elementary and Middle School to recruit students for the program.
- Develop and improve lesson plans activities for Future Foresters weekly sessions that are based on features found within the Waikōloa Dry Forest Preserve.
- Lead, supervise and teach up to 20 students during meetings of the program.
- Transport students between Waikōloa School, Waikōloa Dry Forest Preserve and off-site field trip locations in WDFI vehicles.
- Procure and organize supplies for meetings and field trips.
- Coordinate with off-site hosts for day trips and occasional camp trips.
- Work with WDFI staff and advisory board to assess program effectiveness.
- Maintain records, compile, assess and present data in written reports internally and at meetings with partners, funders, and community groups.
- Develop and instruct summer programming.
- Assist with other educational field trips to the Waikōloa Dry Forest Preserve.
- Present information about WDFI's educational programs at outreach events.
- Develop and provide educational resources for teachers and students that visit the preserve.
- Improve educational opportunities for youth including place-based curriculum, field trip activities, summer camps and other activities as budget and time allows.



- Work with Executive Director to prioritize program funding needs.
- Develop social media content.
- Assist in fundraising event marketing and outreach.
- Assist with office, base-yard, and equipment maintenance, cleaning, and repairs.

Allocation of Time

- 70% of time will be allocated toward the development and delivery of the Future Foresters after-school program.
- 20% of time will be spent developing and delivering place-based education programs, creating educational materials for public outreach, and sharing that information at events.
- 10% of time will be spent supporting program development and outreach events.

Basic Qualifications

Minimum of three years of experience working in environmental education, forest conservation, natural resource management fields and/or K-12 education. Must be comfortable and confident teaching and supervising children, willing to learn and share new information, and capable of working effectively with minimal supervision. Must enjoy working in the outdoors, have a positive attitude and be able and willing to solve problems and handle issues that arise with the students in a constructive manner. Must demonstrate effective communication skills. A valid driver's license and background check will be required. First Aid certification will need to be obtained within one month of hire.

Desired Qualifications

Bachelor's degree or advanced degree in environmental education, Hawaiian studies, natural resource management, conservation biology, ecology or another related field. Five or more years progressive experience working in environmental education, forest conservation, natural resource management fields and/or K-12 education with management experience preferred. Prior experience working with children in an outdoor setting. Experience working in conservation in Hawai'i. Familiarity with the native and invasive species of Hawaii's dryland forests as well as conservation issues and strategies. Strong desire to promote Hawaiian culture, environmental conservation, science and stewardship through outdoor education and a particular commitment to advancing these values in the Waikōloa community. Demonstrated ability to develop dynamic, age-appropriate lessons and activities for students. Experience with grants, reporting, data summarization and budgeting.

Compensation

This is an hourly position up to 40 hours per week with some flexibility in schedule. Compensation is commensurate with experience, with a minimum hourly wage of \$25 per hour. Benefits include paid holidays, paid personal leave, medical, dental, and vision insurance, and 401k option. Payroll, benefits, and HR is administered through ALTRES.



To Apply

Complete applications will include a cover letter, resume and contact information for a minimum of three professional references. Competitive applications will include cover letters that describe your teaching philosophy and style, personal goals, and unique preparedness for this position. Applications will be reviewed as received and interviews will be scheduled with qualified candidates beginning in late January.

Please email your application to: wdfi@waikoloadryforest.org

Contact Jen Lawson at (808) 494-2208 or jen@waikoloadryforest.org with any questions regarding the position or application process.