



JOB OPENING

Position: Adult and Family Education Coordinator

Application Deadline: August 5th, 2015

This is a year-round senior staff position. The Adult and Family Education Coordinator (AFEC) will lead family and adult groups of all ages and teach a diverse array of topics that highlight the dynamic ecosystems of a barrier island. Adult and Family activities are varied and may include marine education, kayaking and canoeing trips, cycling tours, nature hikes, photography, adult craft programs (basketry, kayak building, flint knapping, etc.), home school programs, historical tours, boat trips, campfires, science labs, skit nights, marine organism collection, water testing and sampling, island tours, etc. This position includes a large amount of indoor administrative tasks. The AFEC supervises the Adult and Family Assistant Coordinator and oversees the hiring and coordination of the Adult and Family Program Assistant, Outreach Programs and Internship Supervisors and Sea S.T.A.R Summer Interns. Ideal candidates are self-motivated, organized and flexible individuals with a passion for outdoor education and the environment. Best fit individuals will demonstrate creative problem solving skills, the ability to work well independently and as part of a team and a reasonable level of physical fitness.

Essential Functions

- Create, develop and coordinate adult and family education programs and camps that highlight environmental education / marine science concepts, local ecosystems, history and culture.
- Road Scholar program development, management and facilitation.
- Conference group and events coordination and management.
- Coordinates day-to-day activities of program; leads initial orientation for participant groups and staff assigned to group: assists with participant requests and needs, assists education staff with activities for groups as necessary; serves as liaison between group leaders and participant groups; coordinates processing of accident reports; coordinates meals with cafeteria staff; remains on-call for duties as unusual situations arise.
- Hiring, management, scheduling, training and evaluation of the Adult and Family Program Assistant, Outreach Programs and Internship Supervisors and Sea S.T.A.R Summer Interns.
- Develop and coordinate registration protocols for Adult and Family Programs. Administration of multiple course registration systems, including creating course descriptions and itinerary, posting the information online, and processing registrations.
- Create and oversee departmental budget. Update and set program fees.
- Lead environmental education programs and eco-excursions including boat trips, kayak tours, hikes.
- Represent organization at conferences and events.
- Prepares or completes various forms, reports, correspondence, schedules, contracts, programs, instructional materials, accident reports, or other documents.
- Plans programs, makes necessary arrangements, and develops schedules for Road Scholar and various adult workshops, and non-school groups contacts instructors to conduct presentations to participant groups; develops schedules; oversees mailing of informational packages and appropriate forms to group coordinators or participants; oversees agreements with and mailing of materials to instructors and adjunct faculty; maintains resource mailing list.

- Assists the marketing coordinator in promoting Adult and Family courses including developing publicity to recruit individuals/groups for special programs; assists in development of annual program brochure, mails news releases, brochures, newsletter articles, and flyers.
- Prepares/sends contracts for CBFS services delineating prices, number of participants, rules/regulations, cancellation procedures, and other policies.

Desired Qualifications:

- Bachelor's Degree (Master's degree preferred) or 3-5 years equivalent experience in Education, Marine Science, Outdoor Recreation, Ecology, Environmental Science or closely related field.
- Experience working with Experience teaching multiple age groups, from young learners to adults of all ages.
- Teaching experience and/or leadership experience in non-formal education settings, such as summer camps, outdoor adventure programs, zoos, aquariums, or environmental education centers a plus.
- Commitment to teamwork and demonstrated success in leadership, excellent natural history skills, written/verbal/presentation communication skills, and computer experience including word processing, illustrated presentation, spreadsheets and databases.
- Should be self-motivated and detail-oriented with the ability to work independently and as a team player on multiple tasks.
- Must maintain a valid Virginia CDL driver's license.
- First Aid and/or Water Safety training desirable.
- Must enjoy working outdoors in all weather conditions. Position requires employee to reside on premises of CBFS, with residence and utilities provided by CBFS.
- Kayaking, biking and tour group experience at plus!

Benefits:

- Exempt, full-time year round position involving weekend and evening hours
- Competitive salary consistent with the staffing of a non-profit organization and commensurate with experience and skills
- Health benefits provided
- Paid vacation, holidays, and sick days
- On-site housing consisting of a furnished, modern, two-bedroom one bath apartment.
- Meals in the cafeteria
- Flexible work arrangements

To Apply:

- E-mail updated Cover Letter and Resume or CV to Parker McMullen Bushman parker@cbfieldstation.org, along with contact information for 3 professional or academic references.
 - Subject heading in e-mail should read: Adult & Family Education Coordinator Application.
- All Applications must be in PDF or Microsoft Word format.

Closing Date: August 5th, 2015

Chincoteague Bay Field Station is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Association will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.