

## Breakdown of Time & Key Tasks

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# Program Coordinator

- **Coordinate Professional Development**

- Hold virtual meetings with hosts and presenters
  - Communicate with and confirm presenters
  - Develop related content as needed

- **Communication**

- Communicate with members and participants via email, virtual meetings, or by phone to answer questions about training
  - Follow-up with attendees after each training

- **Promote Professional Development**

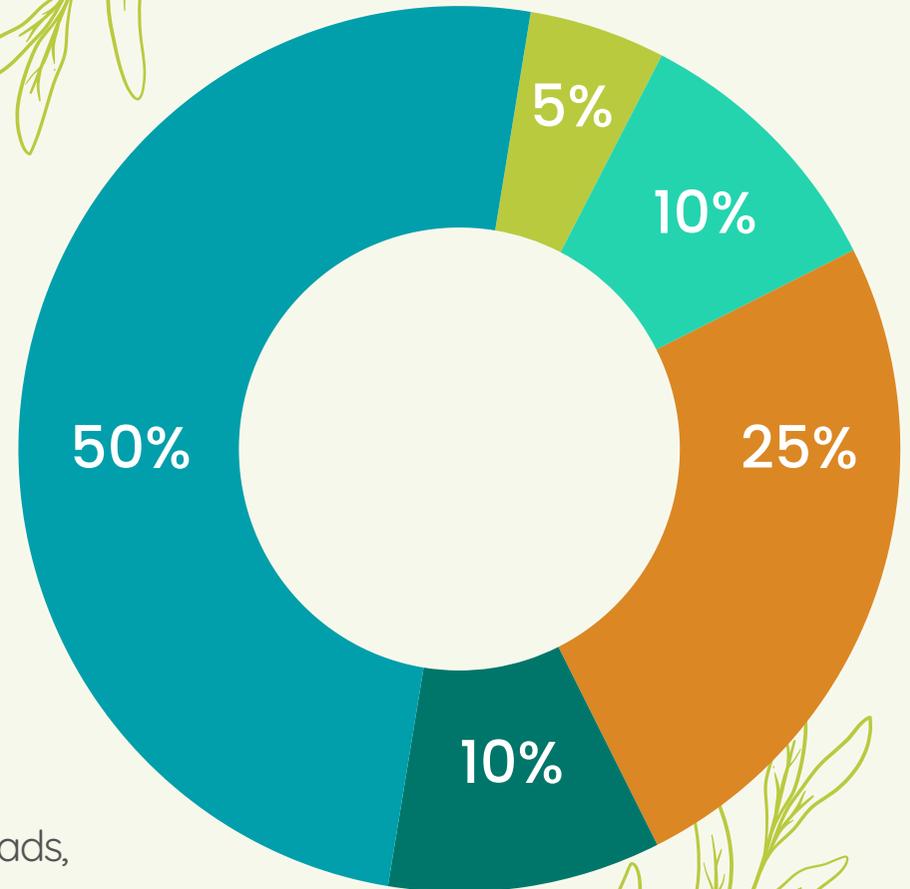
- Craft language to announce training
  - Work with Marketing to create slides, certificates, ads, e-newsletter content, etc.

- **PD Content Creation**

- Develop specific courses or sessions and supplemental resources

- **Facilitate In Person Training**

- Lead Outdoor Teacher Retreats or assist with NBTC



# Program Coordinator

- **Sick Leave and Vacation Days:**  
up to 24 hours of paid sick leave, which can be used as personal leave  
24 hours of holiday pay
  - **Free Professional Development: up to \$1500**  
MSDE-approved and required training  
Wilderness First Aid/CPR  
Nature-Based Teacher Certification and other internal training
  - **Notchcliff Nature Program Discounts:**  
75% off Notchcliff Nature Programs  
3 free weeks of nature camp and 50% off any thereafter
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