



Coordinator of Interpretive Programs

Definition

Under general supervision, develops and coordinates an environmental education and outdoor interpretive program for the Open Space Authority; and recruits volunteers for special projects. Promotes the goals and mission of the Open Space Authority through interpretive and educational programs and other activities and methods.

Essential Duties and Responsibilities

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Develop, implement and manage outdoor interpretive program.
- Create and develop educational materials, activities and curriculum for programs including those for volunteers and for staff led hikes.
- Collect and organize a written body of information regarding the history, wildlife, plant life, etc. of OSA properties.
- Manage Outdoor Activity Leader program.
- Make contacts and develop relationships with agencies, organizations, businesses, community groups related to the development of a comprehensive outdoor education and interpretive program.
- Manage and organize data related to volunteer and interpretive programs including databases, files and records.
- Collaborate with coordinator(s) of other volunteer programs.
- Collaborate with other agencies (CNPS), interpreters, etc. in developing hikes and activities.
- Write and publish monthly program newsletter; contribute to quarterly OSA Newsletter.
- Create, plan and schedule calendar of activities for associated programs.
- Publicize activities to the public – print and on-line media. Deliver associated information for inclusion on website.
- Plan, coordinate and host volunteer recognition activities.
- Ensure adherence to safe work practices and procedures.
- Prepare a variety of reports and correspondence; deliver presentations.
- Participate and function as team member supporting various activities of the Authority.
- Provide staff support to assigned committees and perform other duties and responsibilities as required.
- Work non-regular work hours, week nights, weekends, and holidays.

Qualifications – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Knowledge of

- Development of environmental education and interpretive programs.
- Volunteer management and motivational techniques.
- Principles and practices of volunteer program development and implementation.
- Principles of training and supervision.
- Methods and techniques of coordinating and planning group activities.
- Word processing, spreadsheet, page design and layout, and database computer applications.

Ability to

- Plan, develop, implement, coordinate, organize and evaluate interpretive and educational programs.
- Develop and create cooperative relationships with other agencies, community groups, businesses, and organizations.
- Recommend and implement goals and objectives for providing volunteer services.
- Coordinate, assign, direct, and review the work of volunteers.

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Coordinator of Interpretive Programs (continued)

- Prepare and deliver presentations to Board of Directors, organizations, agencies, and the general public.
- Establish and maintain effective working relationships with those contacted in the course of work including co-workers, office and field staff, consultants, contractors, public officials, and the general public
- Communicate clearly concisely and effectively, both orally and in writing.
- Work effectively either independently or as a member of a team or work group.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Minimum of 2 years of college coursework with an emphasis on environmental education or natural science or a related field.

Experience

A minimum of 3 years of experience which includes working with the public, creating educational, environmental and interpretive programs.

License and Certification

- Possession of a valid California Driver's license and a satisfactory driving record.
- Automobile insurance and be insurable.
- Possession of, or ability to obtain, Basic First Aid and CPR certification.

Physical Demands & Working Environment

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.

Environment: Working in office environment and work outdoors.

Mobility: Sitting for prolonged periods of time; extensive use of computer; walking over rough, hilly, uneven or unpaved ground and with exposure to natural elements; lifting and carrying materials weighing up to 45 pounds.

Communication: Speaking, hearing and writing English to exchange information, communicate in person, over the phone and before groups.

This is a non-exempt position