
EDUCATIONAL PROGRAMS COORDINATOR

DEFINITION

Under general supervision, develops and coordinates the Authority's educational and interpretive services and docent programs including providing environmental education and interpretive services and activities as well as recruiting, training, recognizing/rewarding docents; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager. Exercises direct supervision over docents, seasonal staff, and interns.

CLASS CHARACTERISTICS

This is a single-position classification that develops and coordinates the Authority's environmental education, interpretive services, and docent programs. Responsibilities include working with staff to create environmental education and interpretive programs, events, and presentations, as well as to identify opportunities for docent support. The incumbent also assists in promoting the Authority's education services and docent programs through public speaking and participation in community events and activities and performs other duties as required. This class is distinguished from the Volunteer Program Administrator in that the latter is responsible for developing, implementing, and overseeing other Authority volunteer programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.

- Develops and coordinates the Authority's environmental education, interpretive services, and docent programs, including preparing and administering program budgets, implementing policies and procedures for assigned programs, recruiting and training docents, and preparing public outreach and information relating to assigned programs.
- Assists in the implementation of goals and objectives for assigned programs; establishes schedules and methods for providing education and docent services.
- Monitors program and project performance; implements modifications to systems and procedures.
- Develops contacts and relationships with agencies, organizations, businesses, and community groups related in order to maximize the exposure and development of comprehensive education and interpretive programs.
- Speaks with visitors, educators, and staff to determine existing education and interpretive service needs; conducts outreach to schools, community groups to encourage participation in education and interpretive service programs, events, and presentations.

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- Recruits, selects, trains, motivates, and evaluates docents; organizes and schedules staff and outside trainers and conducts trainings for various docent training sessions.
- Plans and coordinates assigned education and interpretive services events, including planning and overseeing event logistics, identifying roles and assignments, training docents, coordinating teaching aids and materials, scheduling and advertising activities, assigning and supervising docents, and evaluating attendance, success, and budgetary return on investment.
- Creates and implements educational programs, presentations, and educational materials, including researching various topics, selecting themes and content, ensuring programs, presentations, and materials meet state educational standards and messaging needs of the Authority, and compiling visual and other enhancement aids as needed.
- Oversees and coordinates work of consultants involved with environmental education and interpretive program services; reviews proposals and work products; provides feedback and corrections.
- Manages the environmental education and interpretive library and supply resources.
- Reviews and updates content for the environmental education, interpretive services, and docent section of the Authority's website.
- Prepares and maintains accurate and complete records of the work performed, including program hours, visitor attendance, docent participation, and content evaluation; prepares clear and concise reports to monitor the success of program.
- Participates in the annual budget preparation; prepares detailed cost estimates; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement.
- Receives inquiries and provides information to the public regarding a wide variety of topics and successfully communicates with a variety of contacts as they relate to assigned programs.
- Provides training seminars in education and interpretive techniques and activities; makes presentations at conferences.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental education, interpretive services, and docent program administration; researches emerging products and enhancements and their applicability to Authority needs.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of environmental education, interpretive services, and docent program development and implementation.
- Principles and practices of docent supervision, including work planning, assignment, review and evaluation, discipline, and the training in work procedures.
- Flora, fauna, geological, and other natural resources of California, specifically those found on Authority land.
- Recent and on-going developments, current literature, and sources of information related to environmental education, interpretive services, and docent programs.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies

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- and procedures relevant to assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of research, data collection, and report preparation.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

Ability to:

- Plan, research, organize, coordinate, and implement a variety of activities and programs related to the Authority's environmental education, interpretive services, and docent programs.
- Identify and implement effective course of action to complete assigned work.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Develop effective docent program and recruitment strategies and campaigns; establish and maintain relationships with diverse groups of volunteers and community groups.
- Develop effective environmental education and interpretive services programs that meet state educational standards and messaging needs of the Authority.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Assist in the preparation and administration of assigned budgets; allocate limited resources in a cost effective manner as directed by a manager.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to two (2) years of college coursework in natural science, environmental education, or a related field and three (3) years of experience working in programs providing educational services to the public, preferably environmental or interpretive programs. A Bachelor's degree is desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License.

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- Possession of, or ability to obtain, Basic First Aid and Cardiopulmonary Resuscitation (CPR) certifications.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Employees may interact with staff and/or public and private representatives on sensitive matters and in interpreting and enforcing Authority policies and procedures.

EFFECTIVE: September 2013

REVISED: N/A

FLSA: Non-Exempt