Job Title:	Director of Education
FLSA Classification:	Exempt (Full-time)
Department:	**Administration**
Reports to:	**Executive Director**
Deadline to Apply:	**May 23, 2022**
Salary Range:	**$65,000 – 71,000**
Send Cover Letter & Resume:	**resumes@desertmountains.org**

Reporting

The Director of Education will report to the Executive Director, and the Environmental Educator reports to Director of Education.

POSITION OVERVIEW

The Director of Education develops, directs, and implements the Friends' Youth Education programs. The position will work closely with the Programs Committee to help facilitate education programs for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Supervise and review the work of the Environmental Educator. This includes setting annual goals for the Environmental Educator and evaluating their performance against those goals as part of the performance review process.
- Collaborate with local schools, teachers, volunteers and other partners to develop and implement our outdoor and environmental science education curriculum for deliver to Coachella Valley youth aged K-12. STEM and NGSS should be an integral part of the program. The program should include teaching kids about Coachella Valley ecosystems, including the Santa Rosa and San Jacinto Mountains National Monument where appropriate, and how to explore and enjoy the environment safely and responsibly. In addition, the program should show how the Friends of the Desert Mountains mission statement is tied into protecting the habitats and organisms that participants have studied and/or observed.
- Deliver a high-quality environmental education programs to a variety of youth groups and families in a wide variety of settings—formal and informal, indoors and outdoors, on-site and off-site, etc.
- Assist with program logistics as needed with Friends staff & volunteers, and with schools, community groups or others requesting programs. Collaborate with partners to deliver joint programs when appropriate. Help train and supervise volunteers in program curriculum, delivery methods, etc.
- Drive to and from sites in and around the Coachella Valley whenever appropriate to prepare and deliver field programs to increase youth access to environmental education in natural settings and to ensure that communities are aware of the natural places nearby where they can go to learn, recreate, and connect with the outdoors on their own if they desire.
- Provide input to the Environmental Educator to foster high quality program offerings that are interactive, engaging, place-based, culturally relevant, bilingual where appropriate, specific to participants' needs when appropriate, interdisciplinary when possible, inclusive, and fun for all.
- Assist with curriculum design and development of the Youth Education Program.
- Handle animals as necessary during youth programs to introduce youth to the concept of wildlife conservation, and inspire love for animals and the environment.
- Flexibility to work evenings or weekends as necessary.

GENERAL

- Leadership – Maintain a positive, upbeat role, promote and exemplify Company values and represents departmental objectives and interests to internal and external customers
- Customer Service – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner
- Teamwork - Develop and promote teamwork and cooperation among co-workers
- Safety – Comply with established safe work practices and attend to all safety-related training provided or made available by the Company.
- Other duties as assigned.

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 may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor Degree and experience in education programs.
- Demonstrated experience in educating all ages in formal and/or informal settings.
- Enthusiasm and interest in working primarily with children.
- Spanish speaking a plus.
- Experience working with underserved communities, majority Spanish-speaking communities, or tribal communities a plus.
- Outgoing and friendly with strong people skills.
- Familiarity with Coachella Valley environmental conservation/justice issues, natural sciences, indigenous cultural history, and/or public lands a plus.
- Excellent written and oral communication skills.
- Attention to detail and problem-solving skills.
- Strong initiative, dedication, honesty and ability to work independently.
- Proficiency in Microsoft Office (Excel, Word and Outlook).
- Ability to work in a fast-paced work environment that requires strong multitasking skills, excellent time management and self-starter mentality.
- Highly organized with a strong attention to detail and follow-up, and able to work in a team environment.
- Willingness to use personal vehicle on Friends' business; maintain a valid CA drivers' license with a good driving record.

PHYSICAL DEMANDS

The physical demands described on the attached "Physical Demands of Position" chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached "*Physical Demands of the Position".*

CONFIDENTIAL INFORMATION

This position has access to confidential information – (credit card information given to employee from customers/donors for events/fundraising, and volunteer confidential information)

COMPANY FUNDS

This position has access to company funds: (cash register funds – cash / credit / debit card information)

PHYSICAL DEMANDS OF POSITION

Job Title: **Director of Education**   Date: **5/3/2022**

How many hours are worked per day?   **8 Hours per day/40 Hours per week**

When completing this form, look at the job from a typical/average workday perspective.

| | Percentage Time Designation | | | |
PHYSICAL ACTIVITY	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	☐	☐	X	☐
Walk	☐	☐	X	☐
Sit	☐	☐	☐	X
Use hands to finger, handle or feel	☐	☐	☐	X
Reach with hands and arms over shoulder	☐	☐	☐	X
Reach with hand and arms over head	☐	☐	☐	X
Climb or balance	☐	X	☐	☐
Stoop, kneel, crouch, or crawl	☐	X	☐	☐
Talk or hear	☐	☐	☐	X
Taste or smell	☐	X	☐	☐

i.e., Position requires standing 1/3 of the time.

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

| | Percentage Time Designation | | | |
WEIGHT	Rarely <1%	Occasionally 1-33%	Frequently 34%-66%	Continuously 67%-100%
Up to 10 pounds	☐	☐	☐	☐
Up to 25 pounds	☐	☐	☐	☐
Up to 50 pounds	☐	☐	X	☐
Up to 100 pounds	☐	☐	☐	☐
More than 100 pounds	☐	☐	☐	☐

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Does this job have any special vision requirements? Check all that apply.

X	Close Vision (clear vision at 20 inches or less)
X	Distance vision (clear vision at 20 feet or more)
X	Color vision (ability to identify and distinguish colors)
X	Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
X	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
X	Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
☐	No special vision requirements

List specific job duties that require the physical demands selected above: