



PO Box 384087 · Waikoloa, HI 96738  
(808) 494-2208 · wdfi@waikolodryforest.org

## Job Announcement

**Position:** Education Coordinator

**Reports to:** Executive Director

**Application Closes:** June 30<sup>th</sup> 2018

**Tentative Start Date:** July 30<sup>th</sup> 2018

### Description

Waikoloa Dry Forest Initiative is seeking an enthusiastic Education Coordinator for our unique children's environmental educational program the Waikoloa Future Foresters. This is an afterschool program that holds meetings in the Waikoloa Dry Forest Preserve four days per week and provides regular presentations and programs at Waikoloa Elementary and Middle School. The program gives children the opportunity to learn and explore outdoors and incorporates environmental sciences, Hawaiian culture and land stewardship. The coordinator will be responsible for program development and instruction and will supervise and teach up to 20 children in grades 4-7 per session. This position will involve administration of the program, collaboration with Department of Education employees, teachers, parents, students and community members. This position will also involve collaboration with Department of Education employees and the supervision of WDFI volunteers and paid staff.

### Responsibilities

1. Administer the Waikoloa Future Foresters Program with assistance from WDFI Executive Director
2. Collaborate with staff from Waikoloa Elementary and Middle School to recruit students for the program
3. Develop lesson plans and activities for sessions
4. Lead, supervise and teach students during meetings of the program
5. Provide in-class presentations and regular 'Forest Friday' activities for students on campus
6. Transport students between Waikoloa School, Waikoloa Dry Forest Preserve and off-site field trip locations in WDFI vehicles
7. Procure and organize supplies for meetings and field trips
8. Coordinate with off-site hosts for day trips and occasional camp trips
9. Work with WDFI staff and advisory board to assess program effectiveness
10. Maintain records, compile, assess and present data in written reports and at partner meetings
11. Develop summer program for 2019 and subsequent years
12. Assist with other educational field trips to the Waikoloa Dry Forest Preserve
13. Present information about WDFI's educational programs at outreach events
14. Maintain positive relationships with program partners
15. Develop and provide educational resources for teachers and students that visit the preserve

### Basic Qualifications

Minimum of three years of experience working in environmental education, forest conservation, natural resource management fields and/or K-12 education. Must be comfortable and confident teaching and supervising children, willing to learn and share new information, and capable of working effectively with minimal supervision. Must enjoy

working in the outdoors, have a positive attitude and be able and willing to solve problems and handle issues that arise with the students in a constructive manner. Must demonstrate effective oral and written communication skills. A valid driver's license and background check will be required. First Aid certification will need to be obtained within one month of hire.

### **Desired Qualifications**

Bachelor's degree or advanced degree in environmental education, Hawaiian studies, natural resource management, conservation biology, ecology or other related field. Five or more years' progressive experience working in environmental education, forest conservation, natural resource management fields and/or K-12 education with management experience preferred. Prior experience working with children in an outdoor setting. Experience working in conservation in Hawai'i. Familiarity with the native and invasive species of Hawaii's dryland forests as well as conservation issues and strategies. Strong desire to promote Hawaiian culture, environmental conservation, science and stewardship through outdoor education and a particular commitment to advancing these values in the Waikoloa community. Demonstrated ability to develop dynamic, age-appropriate lessons and activities for students. Experience with grants, reporting, data summarization and budgeting is also preferred.

### **Work Environment and Schedule**

WDFI is a small non-profit with a small, passionate staff governed by a volunteer Board of Directors. We are highly motivated, efficient, and dedicated to our mission and the community that we serve. We value integrity and creativity and aim to promote a work environment that is communicative, flexible and highly productive.

This position is a 40hr/week full-time position based on a five, eight-hour/day work week; Monday through Friday, 9am-5pm. Approximately 50% of time will be spent in the office and 50% in the field or at the Waikoloa School. WDFI's office is currently located in Waimea at 67-1161 Mamalahoa Hwy Suite 007F. Travel between the office and Waikoloa Village will be required. Most program sessions will occur at the Waikoloa Dry Forest Preserve which has rough terrain and can be hot, dry, windy and occasionally rainy.

### **Salary**

Salary range begins at \$42,000/year and is commensurate with experience. This position is funded for a minimum of one year with plans for extension dependent on funding. Competitive benefits package includes paid leave and health insurance options.

### **Application**

Complete applications will include a cover letter, resume and contact information for a minimum of three professional references. Competitive applications will include cover letters that describe your teaching philosophy and style, personal goals, and unique preparedness for this position and will not reiterate experience found in your CV or resume. **Applications will be reviewed as received** and interviews will be scheduled in early and mid-July. We will only be accepting applications electronically.

Email: [wdfi@waikoloadryforest.org](mailto:wdfi@waikoloadryforest.org)

Please contact Jen Lawson (808) 494-2208 [jen@waikoloadryforest.org](mailto:jen@waikoloadryforest.org) with any questions regarding the position or application process.