

## **Program Coordinator**

Salary range: \$28,000-\$32,000 annually, commensurate with experience

Earliest start date: November 26, 2018

### **Location**

The Austin Youth River Watch office is located in the Hornsby Bend area of Austin, zip code 78725. Duties will include driving to various schools and testing sites all across Austin.

### **About Austin Youth River Watch**

Austin Youth River Watch (AYRW, or “River Watch”) provides an out-of-school time program that transforms the lives of underserved teens through youth development and environmental education activities focusing on Austin’s creeks and watersheds, service-learning, community engagement, and adventure. Our students, the “River Watchers,” learn real-world science by monitoring water quality and performing restoration projects to improve watersheds throughout central Texas. In addition, we facilitate opportunities for our students to experience adventures in nature, learn about careers in related fields, build leadership skills, and engage with the broader community through our program.

***We are hiring a full-time Program Coordinator to work, often independently, with River Watchers. The Program Coordinator reports to the Program Director.***

### **Responsibilities and Duties**

Provide environmental education programming:

- Work with team members to implement River Watch academic year and summer programming including, but not limited to: daily programming, and overnight weekend educational field trips.
- Attain and maintain status as an LCRA Certified Water Quality Monitor. Training provided.
- Learn and reinforce concepts relating to ecological and hydrological enhancement associated with the River Watch restoration projects.
- Master the AYRW Mentor Test content in order to teach this to students (training provided). Look for opportune *teachable moments* on a daily basis to deliver this content, and assist in the development of instructional materials and activities to aid various styles of learners.

Provide youth development programming:

- Facilitate peer mentoring throughout the program. You will be expected to be with youth multiple hours a day Monday through Thursday, and for additional weekend activities as needed.
- Plan and/or participate in youth leadership and community engagement activities and events, and coordinate River Watchers’ participation in these activities throughout the year. Assist in the planning of these events and activities as needed.
- Collaborate with staff and the Readiness Committee in facilitating career exploration, financial literacy, and other life skills activities. Be willing to connect students with resources and opportunities (Ex: scholarships, internships, etc.), and facilitate accessing these as needed (Ex: help with forms, essays, letters of recommendation, etc.).

Coordinate program logistics:

- Transport students from schools to program sites, the River Watch EcoHouse, and then to their homes Monday through Thursday; and for additional overnight and day weekend activities, as needed.
- Procure and maintain monitoring equipment and program supplies in conjunction with other staff, including water quality testing reagents, restoration supplies, food and drink for youth, and other necessary materials.
- Ensure your assigned River Watch 12-passenger van is routinely maintained by accredited mechanics, and has enough fuel for daily programming.

Participate in program administrative and development activities:

- Recruit River Watchers in conjunction with AYRW Staff and Board. Establish and endeavor to maintain 10 students at each of the assigned schools, including a working wait-list for interested students. Assist in building good relationships with teachers, staff, and other school or district personnel.
- Select, train, and mentor River Watchers, interns, and volunteers. Assure safety and supervision of all participants.
- Take attendance. Administer and collect all necessary forms (Ex: permission, registration, surveys, etc.). Submit documentation, data sheets, receipts, and other records as required.
- Develop and maintain good relationships with AYRW Staff and Board, parents, teachers, and other stakeholders. Actively promote a positive program environment.
- Help design, distribute, and collect outreach materials as appropriate. Assist with or lead program outreach efforts as needed.
- Work with other staff to regularly clean and maintain the River Watch EcoHouse.
- Help with mail, social media, and other program communications, as needed.
- Work with other staff regularly to coordinate academic year and summer program design; discuss documentation, evaluation processes, and outreach efforts; and address other issues as needed.
- Perform other duties as assigned by the Program Director and the Executive Director.

## **Skills/Experience**

Required:

- Three years working with secondary school students, especially students from underserved communities.
- Bachelor's degree in natural or environmental sciences, STEM education, geography, or related fields.
- Demonstrated competency and experience in outdoor education and environmental science activities. Our program includes overnight and multi-day camping and canoe trips.
- Demonstrated competency in driving a multi-passenger vehicle, such as a van or commercial vehicle for transport, for extended periods of time in a populated area.
- Strong organization and communication skills (active listening, speaking, and writing).
- Technology skills: MS Office (Word, Excel, and PowerPoint); Google Drive, Google Calendar, and other cloud-based applications; and social media (Facebook, Twitter, etc).
- Passing a comprehensive criminal background check.
- CPR/1st Aid certification (adult, child, and infant). Can be attained once employed.
- Basic water rescue certification or equivalent. Can be attained once employed.

Preferred:

- Experience with youth counseling or youth development activities strongly preferred.
- Bilingual in English/Spanish preferred. Multi-lingual appreciated.
- Experience with web design platforms, graphic design, and multimedia appreciated.
- Competency and experience with building and outdoor maintenance tasks appreciated.

## **The ideal person will:**

- Have a passion for working with youth to create and achieve personal and educational goals;
- Be a self-starter who is able to anticipate and address needs in dynamic contexts;
- Represent Austin Youth River Watch in a responsible and professional manner;
- Demonstrate sensitivity and responsiveness to cultural differences;
- Demonstrate a willingness to grow and learn in youth development and environmental education fields;

- Maintain appropriate professional boundaries with youth, parents, staff, board members, program partners, volunteers, and community members; and
- Demonstrate the ability to work with a diverse staff, volunteer, and student team, and possess strong conflict management skills.

### **Working Conditions**

This job requires significant time driving a 12-passenger van during afterschool and summer programming. The Program Coordinator must be able to lift heavy objects (up to 50 pounds), and may be subject to standing, walking, sitting, bending, reaching, stooping, kneeling, crouching, or crawling frequently or for long periods of time. Work is performed primarily outdoors, with exposure to inclement weather and varying temperatures. This employee will occasionally need to participate in experiences that can be physically demanding.

The Program Coordinator will be exposed to hazardous chemicals, though safety equipment will also be made available. This employee must be able to perform job duties with minimal supervision, and may be required to handle tools that require strict accordance with safety protocols.

The approximate daily schedule during the school year, September-May, is 1:00-9:00pm, with afterschool programming approximately 4-9pm, Monday through Thursday, and 9am to 5pm on Fridays. During the summer program, June-August, it is approximately 7:30am to 3:30pm. Meetings and other commitments are scheduled at other times, as needed. Employees may work 120-130 hours during the week of Spring Break. The person in this position can expect to work multiple overnight campouts and sleepovers each semester. Schedule flexibility can be expected following these intense time periods.

### **Application Info**

Austin Youth River Watch as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Furthermore, AYRW is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs, or other activities. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. AYRW is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Interested and qualified applicants should **submit a resume, a cover letter with your statement of interest, and a list of at least three references** to [riverwatchapplicant@gmail.com](mailto:riverwatchapplicant@gmail.com). Candidates who progress in the application process will be invited for interviews in Austin, Texas, beginning in October.