



Discover the Delaware Youth Engagement Program Operations Coordinator

The Discover the Delaware Youth Engagement Program Partnership is a collaborative that will engage in permanent and sustained on-water education programs for local students, teachers and families. The unique partnership of local government agencies with religious and secular nonprofit organizations positions this program to successfully engage the formal education community in understanding the importance of their local waterways and to promote the protection and restoration of the Delaware River watershed. The program is focused on engaging youth in middle and high school grades through in-class and on-water experiences on the Cooper River and Delaware River Back Channel, as well as through conservation service projects in the City of Camden, Camden County and Philadelphia.

The following organizations comprise the partnership: Center for Aquatic Sciences (central project office), Upstream Alliance, Urban Promise, New Jersey Conservation Foundation, Independence Seaport Museum, Camden County Parks, Coopers Ferry Partnership, New Jersey Natural Lands Trust, and Camden County Municipal Utilities Authority.

Summary

The Discover the Delaware Youth Engagement Program Operations Coordinator (Operations Coordinator) position is a grant-funded, 21 hours per week position that runs from January 1, 2019 through May 30, 2020 (17 months). The Operations Manager is responsible for partnerships communications, management of program logistics and scheduling, leading kayak trips, assisting with curriculum development and implementation, and for overseeing equipment maintenance and upkeep.

Duties & Responsibilities Breakdown

1. 30% - Acting as Trip Leader
 - a. Facilitate fun and safe activities focusing on kayak instruction, environmental education, and human and natural history
2. 30% - Managing program facilities and equipment and providing logistical support to the Project management team
 - a. Oversight of equipment storage locations
 - b. The upkeep, maintenance, and inventory of program equipment
 - c. Drive company vehicles to transport equipment and support program logistics
 - d. Assist with program preparation and clean-up and with care and handling of program materials and equipment
3. 30% - Program Communications
 - a. Schedule Partner meetings and act as recording secretary
 - b. Lead partner communications via email
4. 10% - Curriculum Development

Qualifications:

1. Outgoing and enjoys entertaining and educating a diverse audience
2. confident in a leadership role
3. Previous experience (1+yrs) as a kayak trip leader, managing a team of guides, is highly desired
4. Proven ability to set a positive tone while supervising diverse groups of people, preferably in an outdoor education setting
5. Enthusiasm for sharing the outdoors with people of all abilities and backgrounds
6. Experience mentoring youth in nature
7. Excellent organization, communication, and problem solving skills
8. Able to work independently and comfortable working on multiple projects at a time
9. Experience with small boat operations (motorized and human-powered) and boat maintenance or other repair skills
10. Experience working with youth or special needs programs a plus
11. Have a valid driver's license
12. Can pull small trailers
13. Possess or able to achieve ACA instructor certification
14. Preference will be given to those with kayak, CPR and First Aid certifications
15. B.A., B.S., (or equivalent experience) in the biological sciences, environmental education, environmental science, forestry, or natural resources interpretation is desired but not required.
16. Must be willing to work in harsh environments, be physically fit, and able to lift 50+ lbs

Term & Commitment

- 21 hours per week, January 1, 2019 through May 30, 2020
- Flexible work schedule. May include evenings and weekends.

Compensation

- Biweekly pay period
- Up to \$16.50/hr at 21 hours per week

Contact

Please send cover letter and resume to awenger@aquaticsciences.org

Deadline

December 24, 2018