



Environmental Educator and Program Coordinator

The Environmental Educator will be responsible for providing interpretive programs and visitor information services at the Big Bear Discovery Center. Position is also responsible for hiring, supervising, and training of corpsmembers to lead nature walks, canoe/kayak tours, recycling events, OHV education and other interpretive programs for the public. Position will oversee and work directly with volunteers, working with both adult and youth volunteers and recruit the public to engage in trail maintenance, ecological restoration and interpretive programs in the San Bernardino National Forest.

Job Duties:

- Lead environmental education and interpretive programs for the public including campfires, nature walks, and school and youth programs
- Lead and train staff for recycling activities, including education outreach, recycling collection routes, sorting of recyclables and e-waste collection events
- Lead and train corpsmembers to host Off Highway Vehicle information booths and interactive displays, promoting responsible recreation and rider safety
- Hire, train, and supervise up to 10 corpsmember positions
- Recruit volunteers to meet joint project/program deliverables
- Promote programs and projects in the community
- Supervise, transport and train youth and adult volunteers to assist with project
- Assist with nursery operations and procedures at the National Children's Forest greenhouse to meet deliverables for restoration projects
- Maintain records, track volunteer hours, coordinate monthly schedule for programs and projects
- Assist, help and cooperate with other SCMF staff to meet the goals of the SCMF

Position Reports to: Discovery Center Manager

Reporting Location: Big Bear Discovery Center, Fawnskin, CA

Qualifications:

1. Experience serving the public
2. Experience in a leadership role
3. Organizational skills and attention to detail
4. Physically capable of repeated bending, squatting and lifting 50 lbs.
5. Capable of working in adverse outdoor conditions.
6. Ability to manage and supervise a wide range of group sizes and age ranges.
7. Ability to manage, delegate responsibilities and supervise staff
8. Excellent verbal and written communication skills
9. Demonstrates leadership abilities
10. Experience working with youth and volunteers
11. Self-motivated and capable of working independently
12. First Aid/CPR certified required
13. Must be a strong swimmer, lifeguard experience preferred
14. Flexibility in working with shifting priorities
15. Driver's license and excellent driving record



16. Vehicle to drive to project sites; mileage is reimbursed
17. Be subject to criminal background

Pay Rate: Full-time 16 Week Position (May/June – September) with the opportunity for expanded year round work: 40 hours per week at \$14/hour. Weekend work is required; tentative schedule Thursday - Sunday; with mandatory evening programs.

How to apply: Send resume, cover letter, and three references to Wendy Craig by April 27, 2017. Wendy Craig, Discovery Center Manager, at wrcraig@mountainsfoundation.org

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