



Environmental Education Coordinator Position Description

Position: Environmental Education Coordinator

About the Conservancy

The Perkiomen Watershed Conservancy is dedicated to serving the people and communities of the Perkiomen Watershed by conserving and protecting land and water resources through commitment to and leadership in environmental education, watershed stewardship, and conservation programs. Since 1964, the Conservancy has been the area's community conservation connection. Every year thousands of volunteers donate their time and talents to hands-on projects. Further, thousands more participate in Conservancy-led experiential education programs and unique recreation events.

The Perkiomen Watershed encompasses 362 square miles (231,680 acres) and 55 municipalities in four Pennsylvania counties: Berks, Bucks, Lehigh and Montgomery. The Conservancy is composed of three main pillars: environmental education, conservation, and community engagement. A unifying element that courses through each of these pillars is the Conservancy's mission to provide science-based experiential learning to all that participate in its projects and programs.

Position Summary

The Environmental Education Coordinator develops curriculum, presents environmental education programs, and organizes events for students and adult learners. The Environmental Education Coordinator also supports other Conservancy-related events and programming.

Principal Duties

Student Education

- Develop curriculum and present environmental education programs to students grades K-12.
- Work with local schools and learning centers to develop programming that meets STEM guidelines and reinforces learning in the classroom.
- Maintain and grow relationships with educational institutions and their representatives.
- Grow the Conservancy's EITC program.
- Manage part-time educators and interns to assist with programming.

Perkiomen Watershed Conservancy
1 Skippack Pike
Schwenksville, PA 19473
610.287.9383
www.perkiomenwatershed.org



Community Education

- Develop, coordinate and implement programs and workshops that specifically target the interests of children, youth, family and adults.
- Develop citizen science programming that addresses real-world issues. Work cooperatively with industry professionals to develop programming.
- Coordinate and/or lead programs in the field, including paddling, hiking, biking, birding, plant identification, etc.

General Outreach

- Organize, implement and participate in Conservancy events including the Perkiomen Stream Cleanup, Lenape Challenge, Perkiomen Creek Sojourn, Perkiomen Plant-A-Thon, A Night for Conservation, etc.
- Work cooperatively with other staff to identify and implement strategies which support the Conservancy and the fulfillment of its mission.
- Assist in efforts to reach new partners and strengthen relationships with existing ones.
- Contribute to the Conservancy's website, email, print and social media outreach outlets.

Additional Duties

- Ability to work independently, in small groups and under the guidance of Executive Director.
- Serve on Conservancy committees, attend meetings and trainings.
- Assist in preparing grant applications and project funding proposals.
- Complete various office tasks.
- Provide general information to the public as needed.

Job Requirements: Knowledge, Skills, and Abilities

Education

- Bachelor's Degree in Education, Environmental Studies, Natural Resources and/or related field.
- PA State Teaching Certification or equivalent in combination of training and experience.

Experience

- Experience working with children, youth and adults.
- Knowledge of watershed education, natural sciences, agriculture, etc.
- Experience creating original programming.

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- Ability and willingness to create video and online programming.
- Ability to speak comfortably in front of groups both large and small.
- Experience with computers and associated software applications including; Word, Excel, PowerPoint, Facebook, Instagram, YouTube, etc.
- Proficient in English – both oral and written.
- Experience with canoeing and kayaking and willingness to incorporate into programming.
- Ability to lift and carry 40 pounds.
- Experience in marketing and developing partnerships with businesses, schools, natural resource agencies, etc.
- Possess a valid driver's license with a clean driving record.
- Must pass background check to work with children.

Details of Employment

- Hours: This is a full-time (40 hours/week) position. Normal hours are M-F; with some weekends and evenings.
- Salary: Depending on Experience.
- Holidays: 7 paid holidays, Holiday Break from 12/24-1/1, 2 Personal Days
- Personal Leave: Vacation, sick and bereavement is earned as follows:
 - 1 year – 1 week paid vacation; 2-4 years – 2 weeks, 5-9 years – 3 weeks.
- Benefits: Medical Insurance Stipend and IRA Match.
- The Perkiomen Watershed Conservancy is an Equal Opportunity Employer.

To apply: send a complete resume, cover letter and list of references to Ryan Beltz, Executive Director at rbeltz@perkiomenwatershed.org. Include “Environmental Education Coordinator Application” in the subject line. Position open until filled.

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