



Extended Learning & Engagement Coordinator JOB DESCRIPTION

Definition

ENC seeks to complement single-visit environmental education experiences with opportunities for sustained engagement, recognizing that repeated experiences in nature can foster deeper learning, stronger relationships, and lasting connections to the natural world. The Extended Learning & Engagement Coordinator is responsible for developing, coordinating, and teaching recurring environmental education programs that provide participants with meaningful, sustained experiences in nature. The position oversees the ENC's established early childhood education programs and works to expand opportunities for children, families, youth, and adults to engage with the ENC and its mission through programs that meet regularly over an extended period of time.

A primary focus of this position is creating opportunities for participants to build relationships with nature, ENC educators, and one another through repeated experiences. Programs may include early childhood classes, camps, after-school programs, recurring family and youth programs, adult programs, and other extended-learning opportunities developed in collaboration with the Education Programs Manager. As a member of the ENC education team, the Extended Learning & Engagement Coordinator will also regularly teach school field trip and other environmental education programs as needed and must be comfortable working with students across a range of ages and grade levels. The Coordinator may also oversee or teach scout programs, bEARTHday parties, Traveling Naturalist programs, and other programs as assigned.

Supervision: The Extended Learning & Engagement Coordinator works under the direct supervision of the Education Programs Manager.

Extended Learning & Engagement Functions/Duties Include but Are Not Limited To:

1. Coordinate and oversee ENC's recurring early childhood programs, including Tiny Naturalists, Mini Naturalists, and Little Naturalists. Schedule and assign teaching staff, including themselves, to ensure programs are appropriately staffed. Serve as the primary point of contact for participants and families, manage registrations, and coordinate program communications.
2. Direct and teach Little Naturalist Camps; assist in the recruitment, hiring, training, scheduling, and supervision of camp staff and Leaders in Training.
3. Coordinate the ENC Education Internship Program, including recruitment and initial screening of applicants, placement with appropriate staff mentors, and tracking intern goals, hours, progress, and evaluations. Directly supervise and mentor interns assigned to programs within this position's area of responsibility.
4. Coordinate and expand recurring after-school environmental education programs, including applicable components of the ENC's Traveling Naturalist program.
5. Identify, develop, pilot, and evaluate recurring environmental education programs, curricula, and activities that deepen participants' connection to nature and environmental understanding through repeated experiences over time, using participant feedback and other measures to improve program quality, impact, and opportunities for growth.
6. With the Education Programs Manager, recruit, train, schedule, supervise, and evaluate Naturalists and other education staff assigned to programs within this position's area of responsibility.
7. Maintain positive relations with participants, families, teachers, partner organizations, and visitors, including answering questions and connecting them with ENC programs and opportunities.
8. Develop and maintain relationships with schools, community organizations, and other potential partners to expand access to recurring environmental education experiences.
9. Assist with the promotion of programs in coordination with appropriate ENC staff.
10. Attend and/or present at relevant conferences, workshops, community events, and professional development opportunities when approved by the supervisor.

Other Essential Functions/Duties Include but Are Not Limited To:

1. Coordinate, prepare, and/or teach additional ENC education programs as assigned, which may include scout programs, bEARTHday parties, Traveling Naturalist programs, field trips, camps, public programs, and other educational experiences.
2. Assist in staff training through modeling, observation, coaching, and evaluation, including effective participant behavior management using positive reinforcement and inclusive teaching practices.
3. Supervise education programs in the absence of the Education Programs Manager when assigned.
4. Provide supervision of children and students at all times for the duration of classes and programs, extending through release to parents, caregivers, teachers, or other authorized adults. Maintain the highest possible degree of safety.
5. Track participation, retention, program outcomes, and other relevant data to evaluate programs, identify opportunities for growth, and provide regular reports to the Education Programs Manager and Vice President.
6. Attend meetings of the Education Committee.
7. Notify the appropriate facilities staff of safety hazards and close trails or program areas when necessary.
8. Perform administrative duties associated with assigned programs, including registration and database management, scheduling, participant communications, program preparation, and follow-up.
9. Conduct other related duties as assigned.

Qualifications & Requirements

1. Commitment to the ENC's mission and enthusiasm for connecting people with nature through meaningful experiences.
2. Experience developing and teaching experiential, hands-on educational programs.
3. Demonstrated ability to work effectively with young children and families. Experience teaching or developing programs for school-age children, teens, families, and/or adults is highly desirable.
4. Experience managing, training, or mentoring education staff, interns, or volunteers.
5. Strong organizational skills and the ability to manage multiple programs, schedules, participants, and administrative responsibilities simultaneously.
6. Proficiency with technology and ability to learn new software and database systems quickly.
7. Ability to work independently with minimal supervision while collaborating effectively with ENC staff.
8. Knowledge of California plants, animals, ecology, and natural history highly desirable.
9. Knowledge of animal care and ability to appropriately handle mammals, arthropods, amphibians, and reptiles is desirable.
10. Ability to move up to fifty pounds and set up program equipment. Ability to hike trails and traverse stairs and uneven terrain while carrying equipment. Ability to work outdoors in a variety of weather conditions and temperatures.
11. Ability to make independent decisions and respond appropriately to participant needs, behavioral situations, and emergencies. Current CPR and First Aid certification required within two months of employment.
12. Reliable and punctual attendance. Must possess a valid driver's license and have access to reliable transportation.
13. Fingerprinting and background check required.

Skill to:

1. Effectively communicate environmental education concepts to participants of all ages, backgrounds, and experience.
2. Create welcoming, engaging learning environments that encourage curiosity, exploration, and connection with nature.
3. Develop educational experiences that build upon previous sessions and encourage participants to deepen their knowledge, skills, confidence, and relationship with the natural world over time.
4. Interact successfully with supervisors, coworkers, teachers, parents, caregivers, community partners, and participants.
5. Communicate effectively in English in oral and written forms.
6. Understand and carry out oral and written instructions independently.
7. Plan, organize, evaluate, and improve multiple programs simultaneously.

Education, Training, and Experience:

1. At least three to five years of professional experience in environmental education, early childhood education, outdoor education, informal education, or a related field. Experience managing/training staff and developing curriculum preferred.
2. Demonstrated experience developing thematic, hands-on, experiential programs.
3. Experience with early childhood education is required; experience working with additional age groups is strongly preferred.
4. Bachelor's degree in Education, Child Development, or a related field preferred. Advanced degree desirable, not required.

Pay range: \$24.00–\$28.00 per hour, commensurate with experience. This is a full-time, hourly position.