



## FOR THE SUDBURY ASSABET & CONCORD RIVERS

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[oars3rivers.org](http://oars3rivers.org)

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Education Coordinator
<b>LOCATION:</b>	In office and in the field in Hudson and Framingham
<b>TERMS:</b>	Part time, approx. 15hr/wk totaling 120 hours over the summer (June to August)
<b>SALARY/RATE:</b>	\$31/hr
<b>REQUIREMENTS:</b>	Must be able to drive and have car to get to field locations

### DESCRIPTION

The Education Coordinator's key role is to support OARS' objective to inspire the next generation of river stewards. They are responsible for leading, organizing and presenting OARS' education programs, primarily the Water Wise Workshops, a hands-on series of outdoor environmental workshops designed for ages 5 to 10; and other educational activities and outreach events. The focus is on children, with adult and family education possible. This is a part-time summer position at \$31 an hour. Approximately, 3 workshops per week over several weeks, plus training and preparation time, about 15 hours per week, totaling 120 hours over the summer.

### SPECIFIC DUTIES INCLUDE

1. Leading outdoor educational programs ensuring safety and excellence for participants
2. Supervising one summer intern to assist with the workshops
3. Scheduling and promoting (advertising) the workshops and other events
4. Coordinate with other staff to ensure efficient operations consistent with goals
5. Refining and revising program, curriculum, and workshop handbook as needed
6. Collecting and evaluating feedback, writing summary report
7. Participate in team-based office culture where all chip in on a variety of tasks

### QUALIFICATIONS

#### Education/Experience

Teaching experience is highly desirable, preferably in science and/or environmental education. Certified teachers and first-aid certification are encouraged. A demonstrated knowledge of, and interest in, the environmental conservation field and working with youth is preferred.

#### Motivation/Communications Skills

The Education Coordinator must have strong interpersonal and verbal communication skills. In addition, they must be very well organized and able to work independently. They must be comfortable with supervising high school and college student interns. Travel between the OARS office and workshop locations is required and reimbursed.

**At OARS, we recognize that excellent candidates may not have every qualification listed but may still be a great fit for the job. If this is you, we encourage you to apply!**

Interested candidates should send a cover letter and resume by email to [education@oars3rivers.org](mailto:education@oars3rivers.org) and include “**Education Coordinator**” in the subject line. Applications will be reviewed on a rolling basis and interested candidates are encouraged to apply early. Position will remain open until filled.