

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)
ECOLOGY INSTRUCTION COORDINATOR**

Reports To: Managing Director

Supervisory Function: Assistants – staff or volunteers (1-3)

Purpose: Coordinate programming for and/or develop and teach two, hour-long sessions of Ecology Fun classes (ages 4-10), once a week, during eight of the CSA nine-week season. The Ecology Instruction Coordinator will also plan, book transportation, and supervise 2-3 age-appropriate field trips for Ecology Explorers (ages 11-14). Class content and field trips should focus on the study of organisms and how they interact with the environment around them.

Job Type: Seasonal / Part Time

Ecology Fun (ages 4-10) 8 hours per week

Ecology Explorers (ages 11-14) approximately 20 hours to plan, organize transportation for, and supervise 2-3 age-appropriate field trips.

Skill and Knowledge Requirements:

- Must be 21 years of age or older
- Bachelor's degree, with major/minor education and/or environmental science
- Administrative ability to coordinate classes, youth field trips, and associated activities
- Excellent interpersonal, oral, and written communication skills
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff and volunteers

Essential Functions:

Ecology Fun (Ages 4-6 and 7-10)

- Coordinate programming for and/or develop and teach two, hour-long Ecology Fun classes for ages 4-6 and 7-10, once a week, during eight of the CSA nine-week season.
- Provide schedule, communication, and publicity for Ecology Fun through the website, social media, email, and Assembly Building bulletin board to inform the youth and their families and encourage community support of the Ecology program
- Create a fun and safe learning environment; secure supplies, prepare materials and arrange set up and clean up
- Participate with Managing Director in the selection and supervision of staff and/or volunteers to assist in the lessons
- Maintain attendance records
- Manage budget, provide records of Ecology Fun expenses, and submit receipts to the CSA office
- Attend Ecology Committee meetings

Ecology Explorers (Ages 11-14)

- Plan, book transportation for, and supervise 2-3 age-appropriate field trips for Ecology Explorers (ages 11-14)

- Provide communication and publicity for Ecology Explorers activities through the website, social media, email, and Assembly Building bulletin board to inform the youth and their families and encourage community support of the Ecology program
- Post sign-up sheets and provide permission slips for each field trip
- Participate with Managing Director in the selection and supervision of staff and/or volunteers to assist in the lessons
- Manage budget, provide records of Ecology Explorers field trip expenses, and submit receipts to the CSA office
- Maintain attendance records
- Attend Ecology Committee meetings

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, lift, bend and kneel, speak and hear.

DISCLAIMER: The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.