



Job Opportunity Environmental Education Coordinator NEIGHBORHOOD HOUSE OF MILWAUKEE, INC.

Status: Full-time, Exempt

Program: Community Services

Neighborhood House History:

Established in 1945, the mission of Neighborhood House of Milwaukee (NH) is to build a strong community by strengthening individuals, families, and the neighborhood. One of Milwaukee's oldest service agencies, we are celebrating our 70th anniversary this year. At NH, we believe a brighter future begins with a positive vision. Our programming opens doors for people and empowers them to improve their lives and realize their dreams. We serve over 3,000 children and families each year. Our International Learning Center, the largest refugee education effort in the State of Wisconsin, brings important refugee, citizenship and ESL services to more than 500 individuals and their families annually. Finally, our 93-acre nature center and preserve in the central Kettle Moraine of Dodge County is a key part of the strong environmental ethic that is part of our overall efforts.

Neighborhood House primarily serves a highly-impooverished central city neighborhood bounded by 35th Street on the west, 20th Street on the east, Cherry Street on the north, and Wisconsin Avenue on the south. Our services are based in our home on Richardson Place, but we also work from multiple locations in the region. More info is available at www.nh-milw.org.

JOB PURPOSE AND REPORTING STRUCTURE: Under the direction of the Community Services Manager, the EE Coordinator develops, coordinates and implements all environmental education programs inside and outside. Work with an recruit program staff and volunteers. Assist with grants and fundraising to maintain position and expand programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(In addition to the duties listed below, they will be responsible for performing all other duties assigned to them.)

Program Coordination: Delivers or arranges for delivery of nature/science-based, place-based and project-based educational programs using STEAM/L, both onsite and offsite, to children and adults, including:

- Visit schools and other organizations to educate children about natural world or particular species of plant or animal.
- Identify and interpret wildlife and vegetation issues.
- Lead nature walks at Nature Center and describe its inhabitants, trees, and outcroppings, climate, etc.
- Develop and implement environmental education classes for children, adults and families.
- Design and create educational and informational exhibits.
- Assist in restoration and maintain natural areas within the nature center and green space at primary Milwaukee sites.



- Curate live animal collections.
- Present courses and written environmental materials.
- Explain and promote the rules and regulations of each facility intended for the safety and welfare of guests and members.
- Demonstrate knowledge of local and cultural heritage.
- Point out scientific, historic, and natural features of parks, forests, historic sites or other attractions.
- Plan and direct activities.
- Answer questions as needed.
- Prepare and present reports, lectures, and presentations to educate the public.
- Prepare brochures.
- Tracks attendance at programs using UNCOM Database.

Community Relations:

- Develops and maintains positive linkages with co-workers, schools, libraries, Executive and Program Directors, Board, committees, and other appropriate community constituents.
- Contributes to the development and operation of strong teams to enhance NH's EE programs position.
- Distributes agency brochures throughout the target areas, recommending changes and/or reorder times.
- Participates in appropriate community events to promote NH's EE programming.

Administration & General:

- Staff office as assigned, performing telephone, public relations, and relevant office tasks in a timely and professional manner.
- Prepares monthly, annual, and other periodic reports analyzing and summarizing program attendance, successes, challenges, and other relevant information.
- Maximizes use of limited resources through donations, volunteers, and creativity.
- Uses environmentally friendly materials, tools, and equipment whenever possible.
- Assist in NH's classrooms as needed
- Supports all fundraising and other programs at Neighborhood House of Milwaukee, assisting as appropriate/assigned.

SKILLS, ABILITIES, AND KNOWLEDGE:

- Strong organizational skills
- Ability to develop and implement dynamic educational programs
- Possession of, and ability to transmit enthusiasm about nature and education
- Excellent verbal and written communication skills
- **Strong problem analysis and problem-solving skills**
- Ability to build, develop, and maintain strong teams among a variety of constituents
- Ability to work independently
- Ability to work with numerous distractions/multi-tasker
- Proven ability to think creatively, recommend and implement resourceful strategies



- Basic computer program skills, willingness to learn new databases
- Use of basic office equipment such as a computer, copier and fax machine
- Ability to drive a 15-passenger van
- Ability to obtain, EC1, WI Child Abuse and Shaken Baby Syndrome

SUPERVISORY RESPONSIBILITIES: Supervises EE staff, volunteers, students, as well as youth and staff while they participate in outdoor/environmental education programs.

QUALIFICATION REQUIREMENTS: Minimum of 2 years teaching in a formal or non-formal setting, implementing environmental/science programs. CPR/First Aid, ECI, SID's, Shaken Baby Syndrome, and valid driver's license, with a **clean driving record**.

EDUCATION and/or EXPERIENCE: Bachelor Degree or 3 years or more experience in environmental education, natural sciences, outdoor recreation or related field.

PHYSICAL DEMANDS: While performing essential functions, the Outdoor Environmental Education Coordinator is regularly required to walk, stand, see, speak, and hear; frequently required to sit, reach, use hands to manipulate objects or (power) tools, and work in all weather conditions; and occasionally required are the abilities to lift (up to 30lbs), carry, bend, and stoop.

WORK ENVIRONMENT: The work environment will be an exciting, yet demanding combination of office, outdoor, and other agency and environmental settings.

SALARY: The hourly wage is \$14.00-\$16.00 per hour depending on education and experience.

APPLY: Send resume and cover letter to mdarrrough@nh-milw.org