

Director of Watershed Education
The Westport River Watershed Alliance, Inc. 2023

Position Description

This is a full time position that involves all aspects of watershed education. The position entails overseeing and implementing educational programming within the community as well as in partnership with local school communities. The Education Director reports directly to the Executive Director and will meet weekly and submit a written report monthly to the Executive Director. The Education Director shall have an annual performance review and abide by all policies and procedures as voted by the Board of Directors. This position is multifaceted and includes opportunities for the Education Director to implement existing curriculum and to bring creative new ideas to the organization.

Responsibilities

- Maintain Watershed Education Program (WEP) including:
 - Physically maintaining the WEP supplies and equipment;
 - Conducting in-class lessons and activities from the kits;
 - Conducting field studies;
 - Identifying new markets for WEP.
- Develop new curricula and programs for community schools and watershed community, based on the Massachusetts Curriculum Frameworks.
- Hire and supervise staff associated with education programs.
- Conduct annual performance review of education staff.
- Identify potential grants and apply for funding to maintain the education programs.
- Host watershed interpretive walks, workshops and river tours for members.
- Use active volunteer list to enlist volunteers for specific programs.
- Oversee community education events such as River Center Programs and events.
- Coordinate and host a summer coastal ecology program.
- Coordinate after-school programs and watershed activities.
- Attend regional education meetings and conferences.
- Support WRWA staff when applicable with related project support (web site, marketing, social media, fundraising events).
- Work with Education Committee to evaluate WEP and related programs.
- Other duties as assigned.

Personal Characteristics

- Enthusiastic engagement with the mission and activities of the Westport River Watershed Alliance.
- Ability to work with donors, staff and volunteers in a professional manner.
- Must have strong people skills, perform as a team player, be a self-starter, and communicate well.

Professional Qualifications

- Bachelor's degree in Environmental or Earth Sciences; experience teaching children grades K-12.
- Knowledge or experience at working in a non-profit agency

- Experience with aquarium maintenance
- Creating informational videos for the website and for school programs
- Advanced computer skills in MS Word, MS Publisher and Excel.
- Good writing and public speaking skills.
- Ability to work comfortably and effectively in a professional, organized manner.
- Ability to collaborate with WRWA staff, school administrators and families.
- Experience with small boats and GIS a plus.
- Driver's License
- First Aid and CPR certifications (or willingness to attain)

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by the WRWA Board on a case-by-case basis.

WRWA is committed to the principle of equal employment opportunity. Applicants for employment and employees are reviewed on their individual qualifications for a position. Under no circumstances will WRWA discriminate against qualified persons on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law.

To Apply:

Please send a resume and cover letter, writing or curriculum sample/s, and references to: director@wrwa.com