

	Date Issued: November 13, 2019	Organization Policy: Job Description
Department/Function: Education	Reports To: Education Manager	Approved by: Programs Director
Job Title: After-School Educator	FLSA Status: Non-Exempt	Salary: \$15-20/per hour Part-time (12 hours per week), temporary

Job Summary:

Reporting to the Education Manager, the After-School Educator supports the Coastal Watershed Council (CWC) Watershed Rangers youth education program. The After-School Educator leads education and enrichment activities after-school at community centers and elementary and middle schools and on field trips to the San Lorenzo River in Santa Cruz, CA. The After-School Educator position is an entry-level position that will collaborate with the Education Manager and Environmental Educator to engage and empower youth 6 to 14 years old (1st to 8th grade) in pursuit of CWC’s mission of watershed protection.

This position is part-time, primarily in the afternoon hours from 1:30 p.m. to 5:30 p.m. on Tuesday, Wednesday and Thursday afternoons from February 2020 to May 2020. Based on funding availability, this position may have the option to extend into the summer months.

Essential Duties & Responsibilities:

- Teach after-school curriculum focused on leadership development, watershed science, and social and emotional learning.
- Coordinate logistics (e.g. schedules, transportation, materials) for after-school programs.
- Manage students and respond to conflict in challenging situations.
- Manage and reduce risk to ensure safe experience for all participants. Maintain positive relationships with after-school program partners (both community center and school-based programs).
- Assist with the coordination, research and development of program content and lesson plans.
- Perform other duties as assigned.

Education & Experience (required):

- High school diploma or equivalent.
- Minimum two (2) years’ experience in related field.
- Experience or coursework in youth development, teaching, environmental studies, environmental education or a related field.

Knowledge, Skills & Abilities (required):

- Excellent teaching and youth management skills.

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- Proven ability to connect with youth.
- Knowledge of basic environmental principles.

Knowledge, Skills & Abilities (preferred):

- Ability to prepare and deliver lessons in English and Spanish.
- Experience with English Language Learners.
- Prior experience leading service learning activities and/or after-school programs.

Additional Information:

Direct Reports: None

Travel Requirements: Use personal vehicle to travel to schools throughout Santa Cruz County and lead field trips to the San Lorenzo River multiple times per week.

License and Certification Requirements:

- California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. California Commercial Driver's License (CDL) preferred.
- First Aid/CPR certification desired.

Working Conditions:

Working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Ability to lift and carry approximately 25 pounds.

To apply:

Applications are being accepted on a rolling basis and due no later than Sunday, December 15th. Submit your application via email to Mollie Behn, Education Manager, at mbehn@coastal-watershed.org. Include: "ASE" in the subject line of your email and attach:

- Cover letter
- Resume
- Outline of your availability (days of week, timeframe and months you have available to work in 2020)

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

The Coastal Watershed Council reserves the right to alter this description at any time. The Coastal Watershed Council practices the concept of equal employment opportunity with respect to hiring, promotions, transfers, pay discipline, fringe benefits, and all other terms and conditions of employment. No individual will be discriminated against, and no employment decisions will be made, on the basis of an individual's race, color, national origin, religion, age, gender, protected disability, marital status, familial status, veteran status, height, weight, or citizenship.

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