



44129 Sterling Highway | Soldotna, AK 99669 | 907-260-5449 | www.kenaiwatershed.org
Working Together for Healthy Watersheds on the Kenai Peninsula

About Kenai Watershed Forum:

The Kenai Watershed Forum (KWF) is a 501(c)3 non-profit organization and is recognized as the regional watershed organization of the Kenai Peninsula, successfully identifying and addressing the needs of the region by providing high quality education, restoration, and research programs. KWF’s mission is “working together for healthy watersheds on the Kenai Peninsula.” KWF is a dynamic organization dedicated to our rivers, streams and surrounding communities of the Kenai Peninsula and State of Alaska for current and future generations. Working hand-in-hand with other non-profits, government agencies, philanthropic foundations and corporate entities has effectively and strategically protected and improved our watersheds, producing rivers rich with life.

Job Title:

Education Specialist, Full-time 40 hrs./week plus generous benefit package; Pay DOE.

Recruitment Dates:

February 5, 2019 to February 22, 2019

Position Summary:

KWF is pleased to announce an opening for an Education Specialist to coordinate the organization’s current educational programs and to further KWF’s overall mission and vision. This position reports directly to KWF’s Executive Director.

The candidate will be responsible for all aspects of educational curriculum development, lesson-planning and delivery in classroom and outdoor settings, proposal and project development, grant writing, participating in regional partnership efforts, managing support staff and completing required grant and contract reporting and documentation.

KWF’s staff work in a highly collaborative environment, with a diversity of partners, supporters and community members. The candidate will also be expected to work independently and should be a self-starter capable of communicating technical and non-technical information to a variety of audiences.

Core responsibilities:

40%: Adopt-A-Stream Coordinator

Applicants should be experienced and comfortable with working with children in a classroom and outdoor setting, possess exceptional teaching skills in biological sciences and be well-

organized, to provide high-quality planning, facilitation and implementation of an environmental education curriculum in local community classrooms (K-6) during the school year. KWF's

Adopt-A-Stream program builds connections between children and their environment through in-classroom presentations and outdoor excursions to local streams.

The Adopt-A-Stream Coordinator is responsible for:

- Developing and delivering core environmental curriculum for local classrooms
- Coordinating a detailed schedule on a semester-by-semester basis with local classroom educators
- Safely organizing and leading local stream visits
- Maintenance of field and classroom equipment and materials
- Keeping detailed data regarding class visits, student contacts, etc.

30%: Summer Camp Director

Applicants should be experienced and comfortable with working with children in an outdoor setting, possess exceptional teaching skills and be well-organized, to provide high-quality planning, facilitation and implementation of an environmental education summer camp for youth (ages 6-12 years old) based out of a yurt adjacent to the KWF offices in Soldotna Creek Park.

The KWF Summer Camp is traditionally held for seven weeks each summer; June into August. Working with the help of a Camp Assistant, the camp operates each day from 8 a.m. to 4 p.m., Monday through Friday. Each week is focused on a particular age group and theme. Maximum camp size is 15 participants per session.

The Summer Camp Director is responsible for:

- Planning and implementation of each week's camp curriculum
- Training and directing the duties of one Camp Assistant
- Day-to-day safe and effective operation of the camp
- Assuring all camp participants are accounted for, from check-in to check-out
- Maintenance of field and classroom equipment and materials

20%: Program/Project Development

Applicants should be prepared to develop both the Summer Camp and Adopt-A-Stream programs; KWF has delivered these programs for 8 and 12 years, respectively. Although there is a long history with these programs, applicants are encouraged to bring their own style and creativity to this work through active enhancement and promotion of educational materials, concepts and ideas.

Project Development responsibilities include:

- Grant development and writing
- Creative curriculum development in-coordination with local and regional environmental and educational professionals

- Communicating and marketing KWF's educational program to outside funders
- Developing and maintaining knowledge of current state of educational trends

10%: Other duties as assigned

Other duties may include participating in the production of the annual Kenai River Festival and other events considered fundraising or "friend-raising," assisting in training interns, providing assistance to staff in maintaining and staffing of the KWF headquarters and assisting other programs as needed such as water quality or invasive species.

Qualifications:

- BA/BS degree with focus on education and/or environmental field
- 1-3 years of professional experience educating youth
- Experience developing and implementing environmental curriculum
- Demonstrated ability in organizational and communication skills
- Solid verbal and written communication skills, with a proven ability to manage a diverse classroom and age-range of children
- Knowledge of anadromous fish and aquatic and terrestrial habitat of Southcentral Alaska
- The ability to develop and maintain strong working relationships with multiple stakeholders
- Knowledge of the Kenai Watershed Forum mission, history, performance and role in the community
- Knowledge of basic outdoor skills including being "bear-aware" in bear country.
- Familiarity with other peninsula-wide outdoor locations suitable for kids' activities.
- Possess a valid driver's license and satisfactory driving record
- First-Aid certification or equivalent, or the willingness to undergo training

How to Apply:

To apply by mail, please submit a one-page cover letter, resume, and no more than three professional references to:

Kenai Watershed Forum
Attn: Executive Director
44129 Sterling Highway
Soldotna, Alaska 99669

Or, you may apply by submitting an email with the subject line "Education Specialist" to:

Branden Bornemann, Executive Director
branden@kenaiwatershed.org

Questions?

Questions regarding this announcement may also be sent to: branden@kenaiwatershed.org or at 907-260-5449 ext.1206

Special notes:

“The Kenai Watershed Forum does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.”