

KIDS for the BAY

ENVIRONMENTAL EDUCATOR/PROGRAM DIRECTOR

Position Title: Program Director **Start Date:** September 4, 2007 **Salary:** \$40,000 per year

Organizational Background

KIDS for the BAY (KftB) collaborates with teachers to inspire environmental consciousness in children and cultivate a love of learning. Our programs empower elementary school students to take action to help solve environmental problems in their neighborhoods. We model our programs for teachers in their classrooms and train them to teach environmental science.

KftB works primarily in low income, urban schools throughout Alameda and Contra Costa Counties. We teach multicultural environmental education and environmental justice. We are committed to education through action and diversity.

The Program Director position consists of 60% teaching responsibilities and 40% program management responsibilities.

Teaching Responsibilities:

- Teach environmental science curricula to elementary school students in the classroom and in the field
- Train elementary school teachers to teach environmental science in their classrooms
- Coordinate outreach efforts to recruit new teacher participants
- Conduct orientation, planning, evaluation and follow up meetings with teachers
- Assist in the implementation of our program evaluation process
- Supervise teachers enrolled in the KftB academic credit program
- Liaise with project partners and coordinate action projects developed by students and teachers
- Organize educational equipment
- Participate in outreach and fundraising activities
- Perform administrative work, including filing teacher information, writing program reports, and preparing photo documentation reports and samples of student work

Program Management Responsibilities:

Responsible for the management of the Four Rs Action Program, which includes:

- Prepare and implement contract management plans: review contracts, prepare and submit reports, invoices, and deliverables and compile year-in-review binder
- Supervise six KftB program staff who are implementing the Four Rs program in fourth grade classrooms
- Coordinate and supervise outreach efforts to secure twenty-four new Four Rs Program teachers each school year
- Coordinate and manage the Follow-Up Program for teachers in their second year of the program
- Prepare program materials, supplies, and equipment to be used each school year
- Manage program equipment throughout the school year
- Assist with proposal writing to secure renewed and new funding
- Organize the program evaluation process in collaboration with the Associate Director
- Assist in the management of the Four Rs teacher academic credit program
- Assist Executive Director, Associate Director, and Development Coordinator with fundraising items, including: coordinate site visits and write annual program report

ENVIRONMENTAL EDUCATOR/PROGRAM DIRECTOR

Qualifications and Experience

Required:

- Bachelors degree in science, environmental education, education, or related field
- Classroom and outdoor teaching experience at elementary school level to culturally and economically diverse populations
- Commitment to multicultural environmental education and environmental/social justice
- Experience managing one or more programs for at least one year
- Experience supervising three or more people for at least one year
- Experience in non-profit fundraising and preparing reports and deliverables for funders for at least one year
- Ability to multi-task and meet deadlines in an efficient and timely manner
- Ability to follow direction from supervisors, as well as self-direct/manage tasks independently
- Excellent organizational, interpersonal and presentation skills
- Excellent writing skills
- Administrative experience
- Ability to commit to at least two years with the organization
- A great deal of education and restoration equipment for programs must be transported to each school, therefore a reliable car is required for this position.

Qualifications and Experience

Desired:

- Bilingual in Spanish or other commonly spoken language in the Bay Area
- Teaching credential or master's degree in education or a related field
- Experience managing government contracts and/or foundation grants for at least one year
- Knowledge of solid waste issues, solid waste management, and waste reduction strategies
- Environmental literacy and general knowledge of San Francisco Bay Area ecology, environmental issues, etc.- or desire to learn

Compensation

This is a full-time, permanent position. The salary rate is \$40,000 per year. Position includes an excellent vacation package, health benefits, and 403(b) retirement plan available through Earth Island Institute, our nonprofit sponsor.

Application Procedures

Application Deadline: June 22, 2007 @ 5 p.m.

Start date: September 4, 2007

To apply please send resume and cover letter to:

Sheela Shankar, Education Director
1771 Alcatraz Avenue
Berkeley, CA 94703.

No e-mails or faxes please.