

Bonni's Garden Environmental Education Coordinator

Position Summary

Under the supervision of the Associate Executive Director of Youth Development and Education this coordinator oversees youth clubs, special events, greenhouse facilities and programming. The coordinator ensures quality programs while maintaining safety standards that meet the association guidelines, mission and goals. This coordinator helps to create a positive and optimistic culture within the department.

Qualifications

- Must have strong listening skills, coaching, and an ability to put people and relationships first.
- Must have at least 2 years' experience working with youth and families.
- Project management or administration experience preferred.
- Must be a Cause-Driven Leader (focused on the mission and service to others)
- Staff development and supervision skills are preferred.
- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
- Ability to respond to safety and emergency situations.
- Must have excellent written and oral communication skills.
- Ability to follow a budget.
- Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
- Ability to analyze problems and solve them using good judgment, reason logically and resourcefulness.
- Gardening and Greenhouse experience preferred.
- Overall comfort with technology.
- Excellent personal computer skills and experience with standard business software.
- Ability to attend training and meetings as required even if scheduled outside normal working or regular scheduled hours.
- Current CPR/AED certification or ability to become certified within the first 60 days.

Essential Functions

- Ensures that all programs and activities meet the highest safety standards.
- Collaborate with the Associate Executive Director of Youth Development & Education and the Youth Development Director and the Environmental Education & Climbing Director to develop engaging environmental education programs for youth, teens, and families and greenhouse experiences.
- Maintains Greenhouse Facility, Trout and Bee Programs.
- Delivers programs during hours when teens and families are available; occasional After School and Weekend Work required.
- Implements and provides programs and facility activities to meet the needs of the community.
- Works as an effective, collaborative, positive and engaged team member who is an outside of the box thinker.
- Oversees a team of weekly Greenhouse volunteers.
- Develops and maintains collaborative relationships with partners, including but not limited to the Hunger Coalition, Future Roots, the City of Ketchum, the SNRA Forest Service, the ERC, the Seed Library and more.

- Coordinates the marketing and distribution of program information.
- Uses Listen First skills effectively with staff, volunteers and participants
- Conveys basic knowledge of all program areas to members and participants and refers members as appropriate to Y program staff or staff members.
- Works productively and demonstrates responsible actions by consistently performing duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively and appropriately participates in staff meetings.
- Actively participates in the Annual Campaign, Classic and any other campaigns, by helping to raise dollars towards the branch goal.
- Assists in providing team leadership to the youth department and the overall association.

Work Conditions and Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to thrive in an environment with the unique challenges of a non-profit community service organization.
- Ability to work in excess of a 40-hour week with irregular work hours.
- Visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Ability to walk, stand and sit for periods of time.
- Position may require bending, leaning, kneeling.
- Ability to speak concisely and effectively communicate needs.
- Must be able to lift and carry supplies weighing up to 50 pounds.
- While performing duties, the employee will be exposed to water, cool or very hot temperatures, and may be exposed to direct UV sunrays.
- Specific vision abilities are required for this job. The employee must be able to see close up and at a distance and have clear peripheral vision.

Part Time / Full Time Non-Exempt Available

Benefits: health, dental, life coverage, 11% retirement (8% Y, 3% staff contribution), generous PTO schedule