



JOB ANNOUNCEMENT

Interpretive Center Coordinator **& Education Specialist**

Skagit River Bald Eagle Interpretive Center
Howard Miller Steelhead Park
Rockport, WA

The **Skagit River Bald Eagle Interpretive Center**, open since 1997, educates people about, generates appreciation for, and encourages restoration of the Skagit River ecosystem. To accomplish this mission, the Skagit River Bald Eagle Awareness Team (SRBEAT), a small nonprofit, opens the Skagit River Bald Eagle Interpretive Center (SRBEIC) in Rockport, Washington on weekends December through January and between Christmas and New Year's Day for public visitation. Our weekend events include a Speaker Series and a Guided Nature Walk through Howard Miller Steelhead Park. During the weekdays, SRBEAT also provides educational opportunities through our K-12 School Program and Community Group Tours.

This position is **Part-Time, Seasonal**; work will be on **Saturdays and Sundays** December 1, 2018 through January 31, 2019. 1 to 2 days during the week to **facilitate our School Program & Group Tours**. Also, work between Dec. 26th and New Year's Day.

December – January: 20 - 30 hours per week

\$/per hour, DOE

Start Date: mid-September

TO APPLY:

Send current resume and cover letter to srbeatic@frontier.com. No phone calls, please.

Deadline: September 20, 2018.

Qualifications

Required Qualifications and Skills

- Public services or visitor center operations experience; excellent people skills
- Excellent written and oral communication skills, including public speaking and teaching – formal and/or informal settings
- Ability to manage staff and volunteers
- Basic computer skills (word processing, spreadsheets, email)
- Ability to coordinate and work flexibly with Board, partners, and volunteers
- Point of Sale/money handling experience

Other highly desirable qualities:

- Experience teaching and communicating to children, adults, families; creating and giving conservation-based presentations to a variety of age and interest groups
- Knowledge of the Upper Skagit watershed, wildlife, and community
- Publicity and media experience
- Website and Social Media management desirable or ability/willingness to learn
- Commitment to conservation education
- Experience with non-profit Board operations and/or committee operations
- Good initiative and attention to detail
- Willingness to work within defined management structures to achieve group goals
- Willingness to work outside in all weather
- Willingness to undergo a background check, if necessary
- Ability to handle stressful situations and communicate with diverse groups of people

General Job Description

Coordinator Essential Duties:

- 1) Coordination with Skagit River Bald Eagle Awareness Team (SRBEAT) Board
 - Works collaboratively with Board and all volunteers
 - Attends SRBEAT Board meetings as representative of SRBEIC and keeps SRBEAT Board members apprised of SRBEIC business, activities, needs, etc.
 - Works cooperatively with partner organizations such as the U.S. Forest Service (Skagit Eagle Watchers, staff program assistance), Skagit County Parks and Recreation, State Parks, Concrete Chamber of Commerce, Skagit Fisheries Enhancement Group, and others to build positive, sustaining relationships
 - Creates Season Report at close of season
 - Other duties as required
- 2) Operation of the Interpretive Center
 - Staffs the Interpretive Center and provides high quality programming and visitor services
 - Trains, supervises, schedules and recognizes Interpretive Center volunteers
 - Makes routine visitor contacts and information requests (by email, phone, and in person)
 - Creates and maintains up-to-date schedules
 - Develops schedule with speakers for presentations and guest leaders of guided walks; introduces and thanks presenters
 - Schedules and coordinates group visits to the SRBEIC with teachers, community leaders, etc.
 - Makes group presentations; leads programs and guided walks as necessary
 - Handles remittance of merchandise sales and donations in cooperation with Nature Store Manager (volunteer)
 - Keeps current visitation records and other pertinent information for reports and grants

- Maintains exhibits, displays, brochures and interpretive information, office supplies, computers, and interpretive equipment (audio-visual items, spotting scopes, projectors, school supplies, etc.)
- Maintains schedule for routine cleaning of the SRBEIC with volunteer assistance
- Takes responsibility for equipment maintenance and building security

3) Publicity and Outreach

- Designs and creates flyers advertising upcoming events at the SRBEIC and posts inside facility or sends them by email to partners and interested parties
- Provides current programming information to appropriate parties for dispersal via various media
- Maintains Facebook page with current and accurate information in a timely manner
- Communicates and sends directions to Website Manager for regular website updates

4) Education Specialist – Programs Facilitation (K-12 & Home School Program & Community Group Tours)

- Facilitates the K-12 School Program and leads Community Group Tours out of Howard Miller Steelhead Park and the Interpretive Center.
- Solicits visits from schools and other community groups via various outreach efforts
- Communicates via email and/or phone with schools/community groups to coordinate program week-day reservations.
- Creates and maintains program curriculum
- Responsible for collecting payment from school representatives and community group leaders
- Collaborates with and/or directs program volunteers or assistants
- Coordinates special accommodation requests for groups or students
- Creates program reports and maintains statistics