**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 (SRIC) is an educational facility located in Howard Miller Steelhead Park, Rockport, WA, which is supported by partners, sponsors, private donations, and the work of volunteers and staff. Oversight for the SRIC is provided by the Board of Directors of the Skagit River Bald Eagle Awareness Team (SRBEAT).

The **mission** of **SRIC** is **to increase the education about, appreciation for, and stewardship of the Skagit River Watershed ecosystem**.

SRIC is open to the public on weekends December through mid-February and between Christmas and New Year’s Day. Our weekend events include a Guided Nature Walk through Howard Miller Steelhead Park. During the weekdays, SRIC also provides educational opportunities through our K-12 School Program and Community Group Tours.

This position is **Part-Time, Seasonal** position. Work schedule will be **Saturdays and Sundays** November 18, 2023 through February 11, 2024 and additional 1 to 2 days during the week to **facilitate our School Program & Group Tours**.

Skagit River Interpretive Center (SRIC) is located inside Howard Miller Steelhead Park at 52809 Rockport Park Road, Rockport, WA 98283.

**December – mid-February: 20 - 30 hours per week**

**$25 - $30 per hour, DOE**

**Start Date: mid-September work from home to schedule volunteers, school groups, and speakers.**

**TO APPLY:**

**Email current resume and cover letter to srbeatic@frontier.com. No phone calls, please. Deadline: September 15, 2023.**

# Qualifications

Required Qualifications and Skills

* Ability to coordinate and work flexibly with Board, partners, and volunteers
* 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 satisfactorily pass criminal background check

Highly Desirable Qualifications and Skills

* 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
* 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 SRIC and keeps SRBEAT Board members apprised of SRIC 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 Final Report at close of season
* Other duties as required

1. 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 o Develops schedule with speakers for presentations, if any, and guest leaders of guided walks; introduces and thanks presenters

o Schedules and coordinates group visits to the SRIC with teachers, community leaders, etc.

* + - Makes group presentations; leads programs and guided walks as necessary
    - 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.)

1. Publicity and Outreach

• Communicates and sends directions to Website Manager for regular website updates and may post to SRIC social media sites, as needed

1. 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
    - Collaborates with and/or directs program volunteers or assistants
    - Coordinates special accommodation requests for groups or students
    - Creates program reports and maintains statistics

END