



JOB TITLE: Educational Activity Coordinator for
BTA/Neches River Adventures
COMPENSATION: Contractor: Part Time/Seasonal
START DATE: March 1, 2024

The Neches River Adventure Programs are adventure-based discovery programs developed to engage students in hands-on learning activities.

POSITION SUMMARY

This is an hourly position. (Average 22-25 hours/week) Primarily spring semester (March, April, May).

The Educational Activity Coordinator (EAC) supports Neches River Adventures Environmental Education (NRIB) program with land activities while students are awaiting their tour on the Ivory Bill.

This position reports to the Director of Environmental Education with NRIB.

DUTIES OF THE EAC INCLUDE BUT ARE NOT LIMITED TO:

1. Work and communicate professionally/effectively with NRIB Director of Environmental Education, volunteers, teachers and students with a positive attitude and demeanor.
2. Verify age level of students attending land activities to coordinate appropriate activities for age level. Coordinate rotation of student groups depending on time frame and number of students.
3. Gather learning materials and arrive at Collier's Ferry park punctually 30 minutes prior to class arrival. Begin helping volunteers set up stations for station rotation as needed. Report any materials missing to Director of Environmental Education.
4. Instruct any new volunteers on activities they will be participating in that day.
5. Coordinate with teachers upon arrival at Collier's Ferry Park and direct student groups and teachers to appropriate station locations.
6. Teach various groups of students during station rotation throughout the day.
7. Collect all learning materials used and check park for any left-over items. Consult check off list.

8. Report **ANY** incidents or concerns to Director of Environmental Education **BEFORE** leaving the park.
9. Return learning materials/supplies to designated location.
10. Dress code: School activities require closed toe shoes, sleeve shirts that cover midsection, and pants/shorts of modest length. Hat, sunscreen, and mosquito repellent if desired.
11. Responsible for your own food, snacks, drinks, water and other needs.
12. Perform other duties as assigned by Director of Environmental Ed.

Required Minimum Qualifications:

- First Aid/CPR Certification
- Minimum of high school education

Desired Skills:

- Past experience working with students
- Desire to share your love of nature with students
- Ability to manage a variety of tasks, and to plan, implement, and prioritize work tasks
- Basic knowledge of Google Sheets

Notice: The Big Thicket Association does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Submit resume and references to:

Director email: btajobs18@gmail.com