

Salmon River Restoration Council

Watershed Education Program Coordinator

**Approximately 10-20 hrs/week September-May, 5 hrs/week June-August
(dependent upon seasonal workload and funding)**

Permanent Position (Grant Funded)

Reports to: SRRC Associate Director

Starting Pay Rate: \$18/hr (negotiable based on experience)

**Location: Sawyers Bar, California (applicant should be willing to reside within
commuting distance – Salmon River, Scott Valley, Mid Klamath)**

General Coordinator Duties:

- Develop and implement an annual and long term Program work plan.
- Develop an annual Program report with summary of accomplishments and evaluation of Program
- Interface with Watershed Center. Attend staff meetings; be aware of general SRRC requirements, policies, and reporting and administrative details. Coordinate with SRRC Directors, other programs and support staff to assure an interdisciplinary approach and consistency throughout organization and outreach.
- Identify and build a project team. Develop staffing for activities. Oversee program staff. Coordinate with partners, resource managers and regulators, and regional, state and national entities.
- Keep outreach products up to date and distribute educational materials to the community and our partners at local and regional forums.
- Organize community education activities, workshops, workdays, field-trips and training for project.
- Be familiar with your grant agreements, and take responsibility for completing your grant tasks and meeting reporting requirements in each agreement.
- Develop and secure grant funding to support program

Specific Watershed Education Duties:

- Provide watershed education lessons in Forks of Salmon and Junction Elementary Schools as needed
- Coordinate the schools involvement in watershed education field trips
- Coordinate the schools involvement in the Fall Cooperative Spawning Ground Training and Surveys
- Coordinate annual Salmon River Watershed Education Fair
- Coordinate annual summer teachers meeting/workshop, and biannual individual teachers planning meetings, to do curriculum and field trip planning
- Provide teachers with a restoration work perspective through “job shadowing”
- Maintain and replenish Watershed Education supplies and equipment

Qualifications and Skills:

1. Bachelor of Arts in related field and a substitute teaching credential preferred, relevant experience may be considered as a substitute for the bachelor's degree requirement.
2. Experience working with children and a sound understanding of basic watershed science and ecology.
3. Technologically literate with strong computer skills including proficiency with Microsoft Word, Excel, and Powerpoint, and other commonly used software.
4. Good organizational skills and record keeping (attention to detail is critical).
5. Good people skills along with good oral and written communication skills.
6. Self-starter who can work independently.

To apply, send resume and two references to srrc@srrc.org.

If you have questions, please contact Lyra Cressey or Karuna Greenberg at (530) 462-4665. For more information on our organization, please see our website: www.srrc.org

Date Posted: August 26th, 2016

Closing Date: September 12th, 2016