

# CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

1403 W. Hines Hill Rd., Peninsula, Ohio 44264

330-657-2909 [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org)

## **Position Announcement** **Program Coordinator**

February 20, 2019

*The Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy and the National Park Service (NPS) work in partnership to manage the Cuyahoga Valley Environmental Education Center (CVEEC). Programs at CVEEC are day and overnight experiences designed to educate and inspire youth and adults in a 500 acre natural setting. For more information on the Conservancy, go to [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org).*

### **Position Description, Essential Duties (other duties as assigned):**

The Program Coordinator is a primary developer and manager of community programming and summer camp programs at the CVEEC. This individual will plan and execute a mission-driven, safe and memorable experience for students, campers, rental groups and the general public. This is a full-time, year-round position that reports directly to the Associate Director.

Essential duties include:

- Plan, develop, facilitate and evaluate the delivery of CVEEC summer camp program and community programming throughout the year in alignment with CVEEC programming goals.
- Assign staff to lead summer camp and community program courses and activities.
- Schedule, train and mentor field instructor and volunteers to assist with community programs throughout the year.
- Serve as instructor for day and residential programming as needed using established curriculum during the academic year.
- Oversee marketing plans and efforts to promote community programs and summer camp.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

### **Minimum Qualifications:**

- Combination of experience and education represented by a Bachelor's Degree in Environmental Science, Education or related field preferred.
- Previous experience working with children required. Experience working with children in a leadership or supervisory role preferred.
- Must have reliable transportation.
- Must be willing to work a diverse schedule that will include evenings and weekends.
- Current certification in First Aid and CPR or willing to obtain certification required.
- Employee must have a valid driver's license and meet our driving record policy due to use of a government or Conservancy owned vehicle.
- Employees who will be working at the Cuyahoga Valley Environmental Education Center must be fingerprinted for a background check in the state of Ohio and an FBI criminal record check due to the presence of children. These employees must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.

**Hours / Term:** Full-time, non-exempt, \$12 per hour. Excellent benefits package including medical, vision and dental coverage, a fully vested 403(b) retirement plan, and generous leave time. Housing provided with minimal utility fee.

**To Apply:** Send cover letter and resume to [apply@forcvnp.org](mailto:apply@forcvnp.org) with the subject line reading *CVEEC Program Coordinator*. This is an immediate opening, posting closes when position is filled.

***The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.***