

# Mount Rainier Institute

## *Job description*

### Education Coordinator

Overtime Eligible involves weekend and evening hours  
Annual 10-month appointment- Cyclical leave

#### Organizational Overview

In partnership with Mount Rainier National Park, the University of Washington created the Mount Rainier Institute. Mount Rainier Institute (MRI) is a residential environmental education facility located at University of Washington's Center for Sustainable Forestry at Pack Forest. Our primary audiences are 4-12<sup>th</sup> grade students from schools throughout Washington and the greater Mount Rainier region. Our mission is to provide outstanding nature-based education experiences that are rooted in science and nurture the next generation of environmental stewards and leaders.

#### Position Overview:

The Education Coordinator assists the MRI Director in management of the education staff and programs. This includes program development and implementation, education staff recruitment, training, supervision, and evaluation. The Education Coordinator assumes responsibility for the MRI in the absence of the Mount Rainier Institute Director. This position will work closely with the MRI Director and Mount Rainier National Park partners to develop Mount Rainier Institute as a premier provider of multi-day overnight outdoor environmental education programs.

#### Relationships:

**Internal:** Works closely with MRI Director, the Mount Rainier National Park Education Specialists, and program advisory groups to establish priorities for program development and to enhance program quality. Works closely with Pack Forest Conference Center to coordinate food and facility use for MRI programs.

**External:** Works with schools to plan programs and create customized curriculum. Establishes a strong connection within the broader environmental education community. Works with a variety of other education organizations to enhance existing programming and develop new programs.

#### Responsibilities:

- 50% Coordinate the day-to-day logistics for all MRI programs. This includes staff scheduling, staff coordination, producing program schedules, hosting groups, communicating with schools, ensuring food service facilities are prepared, problem solving, and all tasks associated with ensuring a safe, high-quality program.
- 15% Assist in hiring, training, and mentoring a team of 6 to 8 Environmental Education Instructors.
- 15% Teach education programs including, school overnight programs, day programs and professional development workshops.
- 10% Assist with the development, planning, enhancement, promotion, and evaluation of Mount Rainier Institute standards-based education programs. This includes meeting with participating schools and groups to identify needs and program opportunities.
- 5% Develop and maintain a strong rapport with the education community, including National Park

partners, schools, other environmental education organizations, and regional partners.

- 5% Cooperate with the MRI Director as needed for grant requests and marketing efforts, social media posts including newsletter submissions, and program reports, and assist with other Center for Sustainable Forestry operations as assigned.

### **Requirements**

- BA/BS in Education, Environmental Education, Environmental Sciences, Natural Resource Interpretation, Outdoor or Environmental Education, Biology, or a related field, or comparable experience.
- Minimum one year experience in education, in the classroom and/or environmental education field; proven success in curriculum and program development.
- Excellent communication and interpersonal skills
- Demonstrated success leading, managing, and mentoring other educators.
- Experience with inquiry-based hands-on science methods.
- Experience with an overnight environmental education (outdoor school) facility.
- Excellent teacher/naturalist skills (knowledge of Pacific Northwest region desired)
- Self-motivated, detail-oriented with the ability to work independently and as a team player on multiple tasks.
- First aid / CPR Certification
- Computer experience essential. Proficiency of Word, Excel, Adobe products, social networking, Access and other programs necessary.
- Must maintain a valid driver's license and have reliable transportation.
- Must be able to work outdoors in all weather conditions and hike several miles over hilly terrain while carrying a 20-lb backpack.

### **Desired**

- Three years of experience in education, in the classroom and/or environmental education field; proven success in curriculum and program development.
- Master's degree in Education, Environmental Education, Nature Interpretation, Environmental Science or closely related field.
- Previous experience coordinating multiday overnight Environmental Education/Outdoor School programs.
- Understanding of the use of various biological research equipment/methods and how these techniques apply to student programs.
- 2 years of supervisory experience.
- Wilderness First Responder certification.

### **Conditions of Employment**

- All MRI/UW employees must submit to a background check.

Please apply [UW Hires](#). For questions contact [jhayes90@uw.edu](mailto:jhayes90@uw.edu).

<http://www.rainierinstitute.org>