Full-Time Position Announcement

Outreach Education Coordinator

Starting Immediately

Dunes Learning Center is the nonprofit education partner of Indiana Dunes National Park and the leader of environmental education in the area. We serve a diverse community and seek a diverse workforce. Dunes Learning Center is an equal opportunity provider and does not discriminate.

SUMMARY

The Outreach team delivers programs in local school classrooms, natural areas, and online, to provide meaningful STEM experiences to thousands of students in Northwest Indiana. They help students create connections, build confidence, and develop a sense of place by providing opportunities to explore, ask questions, reflect, and work together.

The Outreach Education Coordinator will work closely with the Outreach Manager to develop, teach, and lead the team to deliver a variety of programs to a wide audience in diverse settings, often working closely with public school systems and partners. In the summer, the outreach team leads day camps based at Indiana Dunes National Park’s historic Chellberg Farm as well as college campuses and other parks. The Outreach Education Coordinator has opportunities to extend their professional development through workshops, in-services, and closely working with a broad group of partner organizations.

DAILY OVERVIEW

The Outreach Education Coordinator will spend half their time (50%) delivering programs to students (schools, after school organizations, etc). They will divide their remaining time between developing new programs with the Outreach Education Manager (25%) and coordinating the Outreach Educators by preparing them for programs: organizing supplies, delegating tasks, necessary administrative paperwork, training on programs and interpretation methods (25%).

ESSENTIAL DUTIES

- Facilitate programs throughout Lake, Porter, and LaPorte Counties in coordination with partners. Programs may be indoors, in the schoolyard, in local parks, or online.
- Update, design, and develop STEM programs for grades x-x, in collaboration with the Outreach Education Manager
- Assist Outreach Education Manager with organizing and facilitating staff training.
• Lead maintenance, inventory, and data entry of all program supplies, equipment, facilities, and grant tracking needs
• Coordinate the Outreach Educators by providing guidance and resources to ensure they are prepared for programs.
• Communicate with school teachers regarding their programs.
• Ensure safety and well-being of staff and program participants using sound judgment and applying appropriate decisions by following all safety protocols.
• Serve as a member of the Hiring Committee (reviewing applications, scheduling and facilitating interviews, completing reference checks, etc).
• Comply with all Dunes Learning Center policies and represent DLC in a professional manner at all times.
• Maintain a positive mental attitude and serve as a role model for responsible environmental behavior and literacy.
• Perform all assigned duties critical to the operation of the Dunes Learning Center.

QUALIFICATIONS
To qualify for the Outreach Education Coordinator position, an individual must be able to perform each essential duty. Dunes Learning Center aims to make reasonable accommodations to enable individuals with disabilities to perform essential functions. All Dunes Learning Center employees must submit to a background check and possible drug screening.

REQUIRED
• Bachelor’s degree or equivalent combination of education and experience in similar position
• Experience with environmental education and/or interpretation
• Supervisory experience
• Teaching experience with children in a formal or informal setting
• Excellent organization, communication and interpersonal skills
• Proficient in Google applications
• Commitment to equity and inclusion
• Must be fully vaccinated for COVID-19 and provide documentation
• A willingness to be coached and to receive feedback
• Ability to lead a team, as well as work well both independently and as a member of a team
• Ability to adapt and revise quickly
• Ability to work flexible hours, including evenings and occasional weekends
• Possess a valid driver’s license and a vehicle for reliable transportation for local travel

DESIRABLE
• Knowledge of the local ecology of the Calumet Region
• Design and drawing skills
• Ability to speak Spanish
• Current CPR and First Aid Certification

PHYSICAL DEMANDS
The Outreach Education Coordinator is required to regularly stand for long periods of time and walk up to 5 miles per day on sandy dune terrain while carrying a 25-lb backpack in all weather conditions. The Coordinator must be able to verbally communicate and have visual abilities that allow them to deliver programs safely.

COMPENSATION
• $17 per hour (average 40 hours per week)
• PTO, Vacation, and paid holidays
• Eligible for health insurance, HSA, and Simple IRA
• Professional development opportunities

To apply send a cover letter, resume, and 3 references to Erin Crofton, Education Director at employment@duneslearningcenter.org