

Program Coordinator:

Job Classification: Exempt
Status: 100% paid time

Location

The River Watch office is located at Hornsby Bend 78725

About the River Watch Mission

Austin Youth River Watch is an after-school and summer program for high-school students. We transform the lives of 120 teenagers every year through holistic, youth-development activities that focus on environmental stewardship and academic success. Our students learn to monitor water quality at 25 stream and river sites in the Austin area, and we provide them with the support they need to finish high school. We are hiring a full-time Program Coordinator to work, often independently, with our “at-risk” teens. Our new team member will be deeply passionate about supporting our community’s young people as they mature personally and learn to become life-long environmental stewards.

Core Responsibilities and Duties

1. Transport students from school, to monitoring sites, River Watch EcoHouse, and then home each program day and during enrichment activities. Facilitate peer mentoring and tutoring. You will be expected to drive for multiple hours a day each day from Monday through Friday and for additional weekend activities as needed.
2. Assist with the implementation of the Austin Youth River Watch Program during the Fall/ Spring and Summer Leadership Programs including, but not limited to, daily monitoring and educational field trips.
3. Attain and maintain status as LCRA CRWN Certified Monitor – training provided
4. Master Mentor Test content to teach to students and grade effectively. On a daily basis look for “teaching moments” as opportunities arise with the River Watchers to help deliver this content to various styles of learners.
5. Learn and reinforce concepts relating to ecological/ hydrological enhancement associated with the River Watch Service Learning Projects and coordinate efforts to support and collaborate with the Service Learning Coordinator as needed throughout the year as well as in the weeks of service projects for your students as well as for weekend projects associated with these efforts.
6. Participate in, coordinate River Watcher participation in and assist in planning of Earth Day, World Water Monitoring Day, Green City Festival, activities with LCRA and River Watch Next Steps, other events, activities, workshops and meetings
7. Recruit River Watchers in conjunction with Program Director, Executive Director and Board and select, train, and mentor River Watchers, Interns, and Volunteers.
8. Assist in the recruitment of and communications with AISD teachers and staff.
9. Assure safety and supervision of 11 youth at a time.
10. Assist in planning and facilitating of Career Exploration, Financial Literacy and College Funding activities and help students to set and to evaluate personal, academic and River Watch goals.
11. Develop good relationships through positive communications with other staff, teachers, parents, board members and other stakeholders
12. Help design, distribute, and collect outreach materials and program documentation as appropriate and assist with or lead outreach efforts.
13. Plan and perform maintenance of River Watch EcoHouse and vicinity as required.
14. Assist staff with River Watch EcoHouse cleaning duties.

15. Take attendance, administer and collect permission forms, program evaluation surveys, field trip slips, submit timesheet /payroll related documentation, data sheets, and other receipts or records and submit to Program Director and Executive Director as required.
16. Procure and maintain monitoring equipment and supplies including reagents, snack foods, camping supplies, office supplies, auto fuel and other necessary materials
17. Ensure River Watch vehicles are routinely maintained by accredited mechanics.
18. Help collect mail and other communications and redistribute as necessary for the function of the organization
19. Help Collect, compile, and distribute student newsletter, the "Flying Fish Review"
20. In conjunction with Program Director and Executive Director, meet with staff and Board to coordinate school year and summer program design, discuss evaluation processes and outreach efforts, and address other issues as needed
21. Perform other duties as assigned by Board, Program Director and Executive Director

Ideal person should also be able to:

- Represent self and River Watch in a responsible and professional manner by modeling the River Watch Mission and Core Values to all stakeholders
- Demonstrate sensitivity and responsiveness to cultural differences
- Demonstrate a willingness to grow and learn in the youth development, environmental and fund raising fields by attending trainings and conferences and other opportunities
- Maintain appropriate professional boundaries with staff, parents, children and community members
- Demonstrate the ability to manage diverse staff and volunteers and possess strong conflict management skills

Skills/Experience Required

- Bachelors degree required. Degree in ecology, environmental education, science education, geography, environmental science, biology, chemistry preferred or related field.
- Demonstrated competency and experience in outdoor environmental science / ecological monitoring required.
- Three years working with secondary school students.
- Familiarity with CRWN / or Texas Stream Team QAQC preferred.
- Bilingual in English / Spanish preferred. Multi-lingual appreciated.
- Passion for helping young people identify and work toward personal and scholastic achievement – essential.
- Organized with strong verbal and written communication skills; strong listening capabilities
- Software / Computer skills: Word, Excel, Power Point, social media, word press
- Competency and experience with building and outdoor maintenance tasks preferred
- Courteous and professional conduct
- Self-starter and problem-solver with strong initiative and ability to design implement and evaluate projects and demonstrated ability to create positive learning environment.
- Health Clearance
- Fingerprinting and Child Abuse Index Clearance from Department of Justice
- Criminal Background Check
- CPR/1st Aid certified (Adult, Child and Infant) – can be attained once employed
- Basic water rescue certified or equivalent – can be attained once employed

Working Conditions

This job requires a lot of driving. The approximate daily schedule is 1-9 pm, Monday through Friday, plus occasional meetings, program duties, and other commitments at other times, as needed. Work is performed primarily in an external environment with exposure to inclement weather, and varying temperatures. Will be exposed to hazardous chemicals. Subject to standing, walking, sitting, bending, reaching, stooping, kneeling, crouching, and crawling. Must be able to lift heavy objects (up to 50 pounds). May drive, hike, stand, or walk for long periods of time. Must be able to perform job duties with minimal supervision. May be required to handle tools that require strict accordance with safety protocol. Employees working in the field with River Watchers are advised to dress in appropriate attire that minimizes exposure to sun, insects, snakes, poison ivy etc. as necessary. It is further advised, in the summer, to wear a swimsuit under regular clothing as a step toward being prepared for any safety situations that may arise. Employees may work 120 – 130 hours during the week of Spring Break. The person in this position can expect to work multiple overnight campouts and sleepovers each semester. In the Fall we also do a canoe camping trip overnight. This employee will be presented with a need to participate in experiences that can be very physically demanding such as caving (headlamp, helmet, knee pads, pulling yourself through on your knees, toes and forearms) and canoeing.

River Watch is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Interested qualified applicants should submit resume, cover letter with your statement of interest and references to riverwatcher@ayrw.org by 8am Central Time on Friday, July 18, 2014. Candidates invited for interviews must be available for interviews in Austin, Texas between July 21 and July 31, 2014.