

# After School All Stars Philadelphia and Camden Chapter Environmental Education Manager Job Description

## General Description

The Environmental Education Manager is responsible for creating, overseeing, and leading thriving watershed education programs for sites within the After School All Stars Philadelphia and Camden network. The EE Manager should be extremely knowledgeable about the city of Camden and Philadelphia, its watersheds, as well as the topic of watershed protection and broader environmental issues. The EE Manager is expected to create a strong culture of environmental appreciation and watershed protection among our middle school students; the school community; and the surrounding community. The EE Manager will be responsible for creating a strong framework of hands on, experiential learning using actual regional venues.

Education and community outreach experience desired. Preferred candidate must have strong experience educating students of color and working in diverse communities.

- EE Manager will develop and oversee student recruitment criteria for participation in the ASAS Camden Youth Watershed Coalition.
- Create advisory committee comprised of area and regional partners in the environmental sector,
- Conduct information sessions for teachers and students at each targeted school. Implement a recruitment strategy.
- Conduct a comprehensive student assessment of knowledge, interests and attitudes towards watershed education; experience with water conservation related activities; and recreational opportunities on and along Cooper River.
- Construct a framework for building youth constituency within targeted schools and alignment with other school programs in the district and beyond.
- Develop a comprehensive outreach strategy aimed at engaging the targeted school communities (teachers, parents); communities surrounding both middle schools (including public housing); and identifying city and regional groups for partnership opportunities.
- Oversee the development of curriculum and lead the design of a summer and school year education workplan.
- Recruit Environmental Science interns and volunteers from regional universities to assist with educational programming.
- Recruit, hire, and train environmental program staff
- Conduct performance reviews and evaluations for program staff
- Engage and involve community members in programming; facilitate and lead community information sessions and workshops
- Build partnerships with local and regional watershed protection groups.
- Represent organization in meetings and interactions with environmental education groups and in all interests concerning environmental education

- Create strategic partnerships and explore funding opportunities to help sustain watershed education programming
- Design school year and summer programming in alignment with organizational standards and ensure grant objectives and partner expectations are met.
- Responsible for promoting the program; development of recruitment strategies; and maintaining student participation and attendance throughout the duration of the program
- Ensure “student voice and choice” in program design
- Ensure that student records and attendance data are maintained in an accurate manner.
- Serve as a liaison with school personnel and community groups to maintain positive public and working relations of program with community partners.
- Travel daily to school sites and must be willing to occasionally travel to off-site meetings, trainings and events.

### **Background**

- Bachelor’s degree in science; 2-5 years’ professional experience in environmental education or conservation sector developing and managing programs, staff and partnerships
- Extensive knowledge and passion for water resource and watershed protection and environmental science
- Familiarity with public policy and advocacy and creative thinker in how to engage youth in advocacy campaigns
- Exceptional interpersonal skills and a capacity to create intergenerational and cross sector partnerships with diverse individuals and organizations.
- Strong writing skills and public speaking experience; effective ability to communicate with youth groups, parents, environmental affinity associations as well as individuals with no initial interest in watershed protection or environmental issues. Must have willingness and desire for outreach and champion the organization’s interest in watershed education.
- Proficiency with Microsoft Office applications and web-based applications required.