

Job Title:	School Overnight Program Coordinator
Department:	Education
Reports To:	School Overnight Program Manager
Classification:	Full-time/Annual, Hourly/Non-exempt
Pay Rate:	\$17.00 per hour plus \$25/night on-call pay Monday thru Wednesday
Work Schedule:	During school year: M-W day and evening shift; on-call overnight Th-F day shift; varies; short day on Friday During summer camp: Monday thru Friday; 8:00a – 5:00p
Benefit Package:	Full benefit package provided; health benefits 100% premium paid by IslandWood; (medical, dental, vision, life, LTD), HSA, Flex, 401k, 3 weeks paid vacation

Overview:

IslandWood’s mission is to provide exceptional learning experiences and inspire lifelong environmental and community stewardship. The School Overnight Program (SOP) for elementary-aged students is a multi-day residential school program on our 250-acre sustainably designed Bainbridge Island Campus. The residential experience makes understanding systems physically and mentally tangible for students. SOP’s integrated curriculum uses the environment as the context for fostering community and environmental stewardship for over 4,000 elementary students and 300 teachers annually; most from the greater Puget Sound area. We are committed to educational equity and intentionally work with and support schools across the socio-economic spectrum.

With each of our schools, SOP has 3 main goals:

- Provide a foundation of stewardship for our students through their experience at SOP.
- Create equitable access to and culturally responsive instruction for all students.
- Develop meaningful and sustainable relationships with schools.

The School Overnight Program (SOP) Coordinator is a member of the full-time professional education staff for IslandWood. The Program Coordinator manages all logistics and materials for SOP, acting as a resource for school groups and teachers and resource/advisor for graduate student instructors. **Because of the diversity of our clients and the influential role of the Coordinator, it is important the Coordinator has the skills to address implicit bias in policy and be culturally responsive in interpersonal communication.**

There are three full-time Coordinators for the School Overnight Program: Evening and Summer Camp Coordinator I (first year), Day Coordinator II (second year) and Day Coordinator III (third year). Though IslandWood is an at-will employer, the position is designed as a three-year term, and terms are staggered between coordinators. This is intentionally designed to allow for mentoring and support between coordinators as well as time for embedded professional development for Coordinators II and III. Coordinator I is mentored by Coordinator II, and Coordinator II is mentored by Coordinator III to better learn the logistics of SOP and other on-the-ground duties. In their third year, Coordinator III increases their responsibility by focusing their professional development to culminate in a final “project:” ex. co-teaching a graduate course with senior faculty, designing an evaluation system, or creating a series of professional development sessions for staff. **The goal is to propel the Coordinators on their career paths and contribute to the next generation of non-profit administrators and organizational leaders.**

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Job Responsibilities:

- Act as on-site SOP coordinator during the SOP mornings and evenings
 - Coordinate communication between teams; Operations, Kitchen, Facilities, Lodging, graduate students and our guests
 - Solve unforeseen logistical challenges in culturally responsive ways
- Live on campus during SOP; this position is offered an apartment on campus for \$500.00 per month
- Available for after hour emergencies; carry IslandWood's cell phone and radio and respond immediately to any calls from 4:00 p.m. to 7:30 a.m. during School Overnight Program
 - Treat minor medical emergencies and contact emergency medical services, if needed
 - Contact other support services in case of other emergencies (fire, intruder, power outage)
- Effectively manage the front of house dining hall processes before, during and after meals
- Alert Facilities and Hospitality about repairs, messes, and lighting needs on campus
- Prepare for and greet schools at arrival on Monday
- Co-facilitate the teacher/chaperone orientation meeting Monday afternoon
- Support Morning Friendship Circles
- Deliver food-related sustainability education in the dining hall
- Visit all lodges at night to check-in following evening programs, but prior to bedtime
- Perform campus lock-up check (as needed)
- Provide support to the graduate students for evening programs when needed
- Attend SOP Debriefs and logistics meetings and attend Education Team meetings as schedule allows
- Coordinate IslandWood Summer Camp (manage day to day logistics, communicate with parents)
- Other duties as assigned by supervisor

Professional Development Opportunities may include the following areas:

- Mentoring
- Justice, Equity, Diversity and Inclusion in Education
- Program Evaluation
- Formal and Non-formal Education Strategies
- Conflict Resolution
- Curriculum Development
- Administration and Leadership
- Database Management (i.e. Salesforce)

Required Qualifications:

- Commitment to educational equity and social justice
- Minimum 2 years professional teaching experience in formal and/or non-formal settings; OR Master's degree in environmental education or related field
- Ability to work with elementary students and teachers in a dynamic, respectful, rigorous, creative, and enthusiastic way
- Experience working with or living within non-dominant communities
- Demonstrated growth mindset and resilience in all situations
- Demonstrated teamwork and effective communication skills

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Required Qualifications: (continued)

- Effective written and oral communication with clients and staff
- Effective conflict management skills
- Knowledge of computer programs; MS Office
- Proficiency in planning, organization, and project management
- Ability to multitask and move fluidly between large scale systems-thinking to on-the-ground issues and tasks
- Physical ability to navigate a variety of outdoor landscapes
- Demonstrate IslandWoods' core values that enable teams and individuals to succeed with shared respect and purpose
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood
- Commitment to support IslandWood's work towards justice, equity, diversity and inclusion in the workplace
- Must be able to comply with and maintain a drug-free and fragrance-free work environment
- Must pass child safety background screening; post-offer
- Valid driver's license

Desired Qualifications:

- Experience working in residential education
- Bilingual or Multilingual
- Wilderness First Responder certification

Application Requirements:

Please submit a cover letter, resume and 3 current references **OR** an [Application for Employment](#) to:

By email to: employment@islandwood.org and state "Search for SOP Overnight Coordinator" in the subject line.

By mail to: IslandWood, Search for SOP Overnight Coordinator, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Notes: Application forms are available on our website at www.islandwood.org in English and Spanish.

Position Posted: 10 February 2020

Application Deadline: 16 March 2020

Start Date: 17 August 2020

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.