



JOB OPPORTUNITY

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.

Effective 01 June 2021, IslandWood will require all staff, volunteers, docents, interns and graduate students to receive a COVID-19 vaccine and provide proof of inoculation.

This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients and students. Waivers are available for medical and religious exemptions.

Job Title:	Program Coordinator – Bainbridge Island Campus
Department:	Education
Reports to:	Campus Youth Program Manager
Classification:	Full-time/Annual, Hourly/Non-exempt
Pay Rate:	\$20.00 per hour
Work Schedule:	Bainbridge Island Campus; Monday thru Friday with some evenings and weekends
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. Our 250-acre Bainbridge Campus provides the setting for several unique outdoor experiential learning programs for school aged children. The IslandWood Bainbridge Campus has several Program Coordinators who work together to oversee all logistics, materials, and lead the implementation of curriculum into programs.

As a result of reduced school programming during the pandemic this position also supports the successful design and delivery of summer camps and some community education programs.

Primary Responsibilities:

Garden Liaison and Instruction: anticipated percentage - up to 30%

- Partner with the Garden Manager in use of the garden as a teaching tool across the organization.
- Assist Graduate students in using the Garden as a teaching tool.
- Provides garden instruction & classes to youth.
- Assist in community programs within the garden.

Youth and Family Program Coordination: anticipated percentage – up to 70%

- Supervises staff instructors.
- Coordinates with registrar and visiting teachers to ensure successful delivery of programs.
- Acts as resource/advisor to graduate student instructors during their practicum.
- Supports assessment processes that inform program evolution and external communications.
- Teaches/Leads student groups as needed, in substitute role.
- Supports youth & family community programs.

Curriculum/Program Execution:

- Ensures that culturally responsive curriculum is being implemented.
- Examines program design and delivery for implicit bias and supports positive solutions.
- Supports ongoing development of curriculum in partnership with Campus Program Manager.
- Ensures that all program equipment, facilities, and grounds are used appropriately.

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Safety:

- Participates in First Aid and other safety trainings.
- Complies with Covid-19 safety requirements.

Other duties as assigned by supervisor.

Required Qualifications:

- Demonstrated commitment to educational equity, environment, and social justice.
- Minimum 2 years professional teaching experience in formal or non-formal setting; or Master's degree in environmental education or related field.
- Ability to work with elementary students in an engaging, respectful, creative, and enthusiastic way.
- Successful experience engaging with non-dominant communities.
- Demonstrated growth mindset and flexibility in varying situations.
- Demonstrated teamwork and effective communication skills with clients and staff.
- Ability to nurture a positive and learning-oriented working environment and hold themselves and others accountable.
- Effective conflict management skills.
- Proficiency with MS Office suite.
- Ability to project manage; effective planning and organization skills.
- Ability to move between large scale systems-thinking to on-the-ground issues and tasks.
- Ability to physically navigate a variety of landscapes; walking, climbing, bending, stooping, etc.
- Commitment to support IslandWood's work towards social justice, equity, diversity, and inclusion in the workplace
- Demonstrate IslandWood's 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.
- Valid driver's license.
- Must pass child safety screening process.
- Must be able to comply with and maintain a drug-free and fragrance-free work environment.

Application Requirements:

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

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

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

Position Posted: 25 May 2021

Application Deadline: Open until filled

Start Date: As soon as practical; June 2021

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.