



## Curry County Soil and Water Conservation District

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### YOUTH EDUCATION PROGRAM COORDINATOR

#### JOB DESCRIPTION

##### **About the Organization**

Curry Watersheds Partnership (CWP) is a group of non-regulatory organizations working together to help local landowners and communities keep our shared lands and rivers healthy and sustainable. The Curry Watersheds Partnership includes the Curry Soil and Water Conservation District, the South Coast and Lower Rogue Watershed Councils, and the Curry Watersheds Nonprofit. We offer reliable information, technical expertise, and on-the-ground assistance to:

- Support landowners and public agencies to care for their land in ways that sustain clean rivers and streams, foster abundant fish and wildlife, and keep local farms, ranches, and forest lands productive.
- Create opportunities for local students and community members to learn about healthy rivers, streams, and forests, and about sustainable local agriculture.
- Monitor the health of our watersheds and share information with leaders and local communities.
- Bring public and private funding from outside our county.

Find out more about us at [www.currywatersheds.org](http://www.currywatersheds.org).

##### **About the Position**

The CWP Youth Education Program (YEP) provides hands-on youth education in outdoor settings, promoting curiosity, critical thinking, and community connections. To achieve this mission, the YEP Coordinator works closely with Curry County schools to deliver programming to students K-12, with a focus on 3rd-6th graders in outdoor classrooms. The current emphasis is on school gardens and field experiences. Long term, this position will help recruit funding for and supervise additional YEP staff.

The position serves under the supervision of the Curry SWCD District Manager and as a “bridge” between the schools and community partners, and the public. This is currently a 0.85 FTE (32 hours/wk) position with the intent of increasing to 1.0 FTE by 2023. The position is based in Gold Beach, OR. Be advised this is a rural service area. Applicant must have a valid driver's license, reliable personal transportation, a safe driving record, and must pass a criminal background check.

This position functions as a vital part of our small, hard-working team. Initiative and a positive attitude are a must. The ability to interact with staff and outside partners in an often fast-paced environment while remaining flexible, proactive, resourceful, and efficient are crucial to this role. Strong written and verbal communication skills are equally important. The position consists of 70% program planning, development, and management, and approximately 30% program delivery to students and teachers.

##### ***Primary Responsibilities:***

- Program development. This will primarily entail working closely with our three local school districts to identify emerging opportunities, and writing and managing grants to support those initiatives.

- Program coordination. This will entail building and maintaining relationships with partners and CWP program managers to facilitate implementation through resource sharing and collaboration, as well as recruiting funding for and supervising additional YEP staff.
- Program implementation. This will entail supporting teachers and school districts by providing training opportunities, activities, materials, and outdoor experiences in our watershed, including organizing school field trips and maintaining school gardens/outdoor classroom sites.

For more information about program direction, please refer to the [2020-2024 YEP Strategic Plan](#).

***Required Skills/Experience:***

- Minimum two years educational/teaching experience (classroom and/or outdoor setting)
- Minimum two years' experience in at least 2 of the following:
  - Grant-writing and management
  - Budget management
  - Creative and/or Technical writing
- Minimum of two years managing multi-partner projects with minimal direction and oversight
- Computer proficiency including Microsoft Word and Excel

***Preferred Skills/Experience:***

- Degree in Education or Natural Resources
- Familiarity with National and State educational standards, including Common Core and Next Generation Science Standards
- Experience in facilitation and group management in outdoor settings while keeping everyone safe, on task, and engaged
- Experience in supervision/management of others (staff, volunteers, etc.)
- Experience working with diverse populations, rural communities, and private landowners
- Experience with garden management, maintenance, and general plant care
- Spanish speaking a plus

**Physical Demands and Work Environment**

The YEP Coordinator has an office located in Riley Creek Elementary School, located at 94350 6th St in Gold Beach. The Coordinator also has access to the main CWP office at 29692 Ellensburg Avenue, Gold Beach. The Curry SWCD is the employer of record for the YEP Coordinator. The CWP currently has ten staff members who raise approximately \$1 million a year in grants for restoration, education, technical assistance, and monitoring.

Work is performed in both an office environment and in the field. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 40 pounds, digging, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. Travel (>100 miles per month), mostly local, is often required. This position may occasionally require some evening and weekend work.

**Start Date:** February, 2022

**Compensation and Benefits**

The position is currently funded at 0.85 FTE (32 hrs/wk) for 2022, with the expectation that the position will increase to 1.0 FTE by 2023. The starting rate is \$26.75 per hour. The position will accrue Paid Time Off at a

rate of 6% for every hour worked and is eligible for enrollment in the District's retirement program upon successful completion of the six-month probationary period. Flexible Schedule.

The YEP Coordinator will be responsible for raising funds through grant writing and fundraising to sustain their employment over time. Funding is secured to maintain the position for the first year, but funding beyond the first year must be secured through grants and private donations.

### **Application Process**

At the time of application, applicant must meet the minimum required qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment. Applicant will be subject to a background check, and a hiring offer will be extended pending positive outcomes according to Curry SWCD Board policy.

### ***Required Documents:***

1. Completed [Reference Check Authorization](#) form
2. Cover letter explaining your qualifications and experience relevant to the requirements of the position. Letter should reference sections in the applicant's résumé that address specific qualifications.
3. Résumé or curriculum vitae clearly describing and identifying your experience, skills and achievements related to the requirements of the position.
4. If claiming [Veteran's or Disabled Veteran's Preference](#) please also include copies of;
  - a. DD 214/215 or Certificate of Release or letter from VA indicating receipt of a non-service connected pension
  - b. Veteran's disability preference letter from VA unless disability status is included on DD 214/215

### ***Applications may be submitted in the following ways:***

- By email to District Manager, Liesl Coleman: [liesl.coleman@currywatersheds.org](mailto:liesl.coleman@currywatersheds.org). Please type "YEP Coord App" in the subject line.
- By mail to Liesl Coleman; PO Box 666; Gold Beach, OR 97444.
- In person at the CWP office located at 29692 Ellensburg Avenue; Gold Beach, OR.

### **Selection Criteria and Process**

The job announcement will remain open until filled. **Applications received by 5:00 p.m. on Friday, January 21 will be evaluated for the next round of interviews.** The selection process will involve the following steps:

1. Applications reviewed and preferred candidates selected for interviews. Veteran's Preference given. Please see attached Veteran's Preference Policy for details.
2. Preferred candidates interviewed by the CWP interview panel. Note: travel costs to participate in an in-person interview will be at the candidate's own expense.
3. Call references and offer the position to the candidate deemed most qualified for the position. In the event that an offer is not extended during this round, applications will be accepted on a rolling basis until a suitable candidate is found.

Required application forms may be obtained online at [www.currywatersheds.org](http://www.currywatersheds.org). For more information or assistance please contact the District Manager, Liesl Coleman: [liesl.coleman@currywatersheds.org](mailto:liesl.coleman@currywatersheds.org); 541-247-2755, ext 0.