

## **Job title: *Environmental Educator (Program Manager & Lead Teacher)***

### **Program Description**

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Common Ground is hiring a program manager and lead teacher for an after school program for students in grades 6 – 8. The School's Out! program brings together 30 children from 3 school districts to participate in science and environmental leadership activities that take place on Common Ground's urban farm, in West Rock Park, and in the greater New Haven community. Participants will enjoy adventure, exploration, field trips, and friendships while learning and practicing core science skills and knowledge. For more information on Common Ground, see [www.commongroundct.org](http://www.commongroundct.org).

### **Program Schedule**

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School's Out! meets after school (3:30 – 5:30), one day a week (Thursdays), for 13 weeks in the spring, culminating in an overnight camping adventure.

#### **Time required:**

- Program hours (2:00 – 6:00 on Thursday afternoons for 13 weeks plus weekly planning and prep time): 65 hours
- One weekend field trip and one overnight camping event at Common Ground: 18 hours
- Staff meetings (every other week): 8 hours
- Pre-program planning and recruitment: 10 hours
- Post-program evaluation and reporting: 4 hours
- Total hours: approximately 105

\*we will offer a similar program over the summer, and there may be opportunity to extend this job into a 40 hour a week summer position. Pending funding, this position may expand to a 15 – 20 hour a week position for the 2010 – 2011 school year.

### **Job Description**

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The School's Out! Program Manager will manage an academically based after-school science program for 30 middle school students. Sessions will be co-taught with an assistant teacher and two youth interns. This is a grant-funded project, with specific deliverable goals and objectives. The spring session (March - June) will focus on earth moving forces and soil erosion, including hiking and trail building activities, as well as broadly based activities and curriculum centered on awareness and conservation of local flora and fauna. Specific program curriculum and activities will be developed by the Program Manager, guided by the goals and objectives outlined in the grant proposal.

The Program Manager is responsible for all aspects of planning, running, and evaluating the program. This includes recruiting participants, planning curriculum and activities, preparing for and running the program one day a week, communicating and coordinating with an assistant teacher and youth interns, and evaluating participant learning. The Program Manager is also responsible for all data tracking and reporting for this grant-funded program. This position is supervised by the Director of Community Programs.

### **Qualifications and Compensation**

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Minimum qualifications for this position are:

- College degree in education, science, or ecology (candidates with advanced degrees encouraged to apply)
- Experience with planning and teaching academic, standards based science at a middle school level
- Experience with planning and leading hands-on, exploratory learning projects
- Ability to develop, administer, and report on assessments of student learning
- Excellent administrative and organizational skills
- Ability to provide references that can attest to the applicants ability to manage and interact with youth in a positive, developmentally appropriate way while maintaining a productive, engaged learning environment

Compensation: this position is paid at a contractual rate of \$1,500 divided among 8 paychecks over the project period. No benefits are available.

### **To Apply**

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Application deadline: open until filled (program begins March 18).

PLEASE NOTE: Interviews will be scheduled starting February 1, 2010. Applicants may not receive a response to their application before Feb 1 due to seasonal staff schedules at Common Ground.

Email a resume and a cover letter describing your relevant experience to:

Rebecca Holcombe: [rholcombe@nhep.com](mailto:rholcombe@nhep.com)