



Job Description

Job Title: STEM Community Coordinator

Department: Visitor Services

Project: Great Basin Institute Youth STEM Education VISTA

Project Period: 01/18/2022 - 01/17/2023

Site: Galena Creek Visitor Center at the Great Basin Institute

Reports To: Visitor Services Manager

FLSA Status: Non-Exempt

To Apply: Complete our online application [here](#) or apply via [MyAmeriCorps](#). For questions, contact Rachel Durben, Development Manager, rdurben@thegreatbasininstitute.org

Position Description:

Goal of the Overall VISTA Project: The project will provide low-income K-12 students with STEM education opportunities that will advance academic achievement and interest while building skills and confidence, resulting in upward mobility and alleviation of generational poverty.

The STEM Community Coordinator will create a docent program through partnerships with local higher education systems at Galena Creek Visitor Center (VC) targeted at the ecosystem of South Lake Tahoe and the Taylor Creek VC.

Essential Job Functions may include the following or other duties as assigned:

- Understand current program and future needs with current VC leadership. With the help of VC leadership, measure docent needs at Taylor Creek VC and Galena Creek VC. Begin developing an outline for a docent program for Summer 2022 with help of GBI and VC leadership;
- Member Activity (10/01/2021 - 12/15/2021): Begin developing an outline for a docent program for Summer 2022 with help of GBI and VC leadership. The outline should focus on daily curriculum development, drawing from current STEM programs at Galena Creek VC and adjusting for age of target students;
- Develop recruitment process and strategies with VC and GBI leadership to be implemented throughout partner universities utilizing presentations, informational listings (physical & digital), and social media campaigns;
- Establish connections with partner university staff and discuss recruitment processes. Schedule dates and times for potential presentations. Discuss other connections within partner

universities (environmental clubs, internship office etc.). Create a plan for dispersing other forms of information such as internship board postings and other physical info boards;

- Actively recruit at partner universities for docent program using aforementioned strategies. Finalize docent program and handbook with guidance from GBI leadership;
- Onboard new docents and oversee docent program daily for Summer 2022 by ensuring docents have proper transportation and other needs to implement STEM programs throughout the week at Galena Creek VC, and eventually Taylor Creek VC;
- Alongside Docent Handbook, create a Standard Operating Procedure (SOP) that elaborates on the work done before and during the program season. This SOP should act as a guide for the following years' docent programs. Meet with GBI leadership for an exit interview to inform future docent programs;
- Coordinate the community volunteer programs that support the Visitor Centers by recruiting, training, and scheduling new and existing volunteers:
 - This is an ongoing process. The member will meet with current and past volunteer coordinators to understand challenges and recruitment processes. With the help of GBI coordinators, VISTA will understand volunteer program needs and recruit, train and schedule accordingly. This process should look similar to the docent process, but recruitment efforts will be focused on a broader volunteer base.
 - Create a new handbook for volunteers. Handbook can be similar to docent program handbook and should explain general guidelines for the STEM programs and volunteer responsibilities.
- Identify resources, such as funding, that support volunteer training and involvement within the STEM programs and assist GBI staff in securing these opportunities:
 - Learn about current funding partners for the Galena Creek VC. Understand current funding and it's utilization at Galena Creek VC. Identify the potential for current funding to be used at Taylor Creek VC, as well as new funding opportunities.
 - Search databases such as grants.gov, and explore local Non-Governmental Organizations in search of funding opportunities. Meet with GBI leadership regularly to discuss and record funding opportunities and how they should be pursued.
 - Pursue funding acquisition through assisting in the creation and follow through of proposals with GBI leadership and staff.

Requirements/Qualifications

To perform this job successfully, an individual must be able to satisfactorily carry out each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Natural Resources, Recreation, Communication, Education, or other related fields from an accredited university is preferred;
- 2 years of experience working in environmental education or outreach;
- Desired traits include: enthusiastic, exceptional communicator, strong public speaker, friendly, approachable, creative, self-sufficient;
- Resolute organizational skills;
- Proficiency in Microsoft Office and Google Suite applications;
- Experience interacting with the public in an educational setting;
- Strong working knowledge of biology, ecology, conservation;
- Motivated, self-starter who is detail oriented;
- Flexibility to handle competing and changing priorities;
- Ability to work varied schedules;
- Ability to communicate effectively with a diverse public in a variety of forums;
- Ability to speak English conversationally; conversational ability in Spanish desirable but not required;
- Pass National Sex Offender Public Registry and federal criminal background checks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, stand, walk, bend, and have specific vision abilities to include close and distance vision, and ability to adjust focus working with computer business equipment and other job/industry specific equipment. The noise level in the work environment is usually low level.

The overall nature of the position is sedentary, requiring little physical effort and occasional light exertion. There is occasional exposure to environmental conditions such as heat, cold, and temperature changes.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

All offers of employment are conditional upon completion of an acceptable check of the National Sex Offender Public Registry and federal criminal background check.

Disclaimer: Although the Company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of the Company, at any time, with or without advance notice.