



## Job Description

**Job Title:** Taylor Creek Visitor Center Education 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](mailto: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 Taylor Creek Visitor Center Education Coordinator will create a pilot STEM program adapted from existing STEM programs 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:

- Create 5-day STEM programming surrounding the ecosystem and active restoration of South Lake Tahoe and Taylor Creek VC modeled after active STEM programs at Galena Creek VC. STEM programming should be targeted at K-12 students. Assess the needs of students in South Lake Tahoe, and coordinate several pilot programs for different schools. In development include logistical plans for basing staff, volunteers, lesson materials, and student transportation in and around TCVC;
- Establish and maintain partnerships with schools within Lake Tahoe Unified School District (LTUSD, including Title I and low income schools) through the direction of GBI leadership. Use current relationships with Washoe County schools to model your relationship development. Include a plan to maintain and grow partnerships sustainably;
- Use the 5-day STEM programming plan to finalize curricula for different age groups. These curricula should be turned into full curriculum guidelines to be used for future seasons. Ensure that all volunteers/employees are familiarized with these curricula before programming start dates;

- Use the 5-day STEM programming plan to create an employee/volunteer handbook designed to train and onboard employees. Before the beginning of the STEM programs, ensure that all volunteers/employees have been properly trained and understand their responsibilities;
- Create a Standard Operating Procedure (SOP) document that outlines planning and implementation for the STEM program at Taylor Creek VC. This should include mission and values, program funding, partnerships with schools, how the STEM program is prepared and implemented on a day to day, week to week, monthly and seasonal basis;
- Learn about our 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, the need for new funding opportunities, or a combination of both;
- 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.

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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.