



Environmental Educator – Paddle Program Specialist

Salary Range: \$24 - \$31/hour

Job Classification: Limited Duration, Exempt

Duration & Time Commitment: May through November 2024, 32 Hours Per Week

Supervisor: Education Program Manager

Location: Portland, Oregon

OVERVIEW

The Estuary Partnership has well-established school year education and summer Big Canoe programs. The education program reaches approximately 4,000 public school students per year, providing each student with an average of seven hours of instruction in hands-on, outdoor environmental science. We work with more than 150 teachers at over 35 schools annually in communities from Astoria to Washougal. Our Big Canoe program provides over 650 participants annually with summer paddle programs in multiple communities along the lower Columbia River. Our 29-foot big orange canoes function as a floating classroom and an inviting, beginner-friendly paddling experience for participants who are often first-time paddlers on the river.

POSITION SUMMARY

The Environmental Educator – Paddle Program Specialist (Educator) will be a key member of our Education Team, as a lead guide for Big Canoe programs and various field-based education programs for schools and community groups. The Educator is primarily a field-based position, leading Canoe paddle programs, providing environmental education and interpretive guiding for groups of up to 30 participants per event, including school-aged children, youth, and adults. When not directly leading programs in the field, this role will also work with community partners to coordinate program logistics for paddle programs, support Education Team projects, and maintain program gear and equipment.

In the spring and fall, the Educator will provide outdoor learning for K-12 students to build science literacy through leading field trips that increase students' access to natural areas; provide hands-on field-based education activities; canoe paddle trips, service-learning projects, nature hikes, and water quality or macroinvertebrate sampling projects. Additionally, they will lead or support community engagement and volunteer events such as habitat enhancement events (invasive plant removal, native plantings), clean-up events, monitoring and maintenance, nature/birding hikes, or stormwater management projects with schools or other community members.

This position is based in the Estuary Partnership office. Work often takes place at river access locations, schools or field settings and the position requires regular travel throughout the Estuary Partnership study area, as well as occasional early morning starts, late evenings, and some weekend work. This position is physically challenging and requires paddling in varied water conditions and outdoor field work in year-round weather conditions. Training, including safety trainings, canoe training, and wilderness first aid/CPR training are provided by the Estuary Partnership. This position maintains regular communication with their supervisor and other members of the Education and Community Programs team.

POSITION BENEFITS SUMMARY

- Five paid holidays that occur within the position duration
- Accrued sick time
- Professional development: canoe paddling and guide training, safety trainings, first aid/CPR certifications
- Personal gear reimbursement in alignment with position needs and organizational policies
- Flexible schedule in accordance with program requirements

REQUIRED EXPERIENCE AND KNOWLEDGE

- Three or more seasons of demonstrated experience delivering environmental education in field settings for various ages. Experience may include teaching or guiding through various program types, including but not limited to: community education, outdoor education, and/or summer camp leadership.

- One or more seasons in program leadership, including responsibilities in program coordination, logistics planning and implementation, and partnership collaboration.
- Demonstrated knowledge of culturally responsive teaching practices and/or direct experiences being responsive to diverse audiences. Teaching, guiding, or facilitating student/participant groups, preferably from underserved communities including communities of color, indigenous communities, and low-income communities.
- Understanding of and working familiarity with riparian ecosystems, natural resources, interpretive guiding, and watershed management.
- Experience working collaboratively in a team environment.
- Strong written and verbal communication skills. Bilingual, *Spanish-speaking applicants encouraged to apply*.
- Basic knowledge or ability to learn Microsoft tools for communication, data management, etc.

ESSENTIAL DUTIES

- Guide canoe paddle programs for schools and community groups in the Estuary Partnership's 29-foot Big Canoes. Learn about locations and teach participants about the flora, fauna, ecosystems, and watersheds at various paddle locations.
- Lead paddle program logistics for 2-4 hour-long programs in coordination with Education Coordinators and community partners. This includes but is not limited to: meal/snack planning and procurement, travel/trailer driving and boat launching/hauling out, schedule and location logistics, gear preparation and maintenance, packing, set-up, breakdown, and participant waiver and survey completion.
- Enter and maintain program and participant data as assigned.
- Support Educators, Education Coordinators, and Education Program Manager through delegated assignments, projects, and responsibilities – including but not limited to: summer paddle leader support, program photo filing, program surveys, or gear/equipment management.
- Assist with and develop the skills to lead riparian tree planting and other field projects for students and volunteers.
- Complete assigned work, implement tasks in seasonal workplan and meet deadlines, adhere to organization policies and procedures, and respond to feedback from supervisor.
- Communicate regularly with supervisor on program delivery, logistics solutions, participant or partner relations and follow up.
- Write project reports, provide project updates, disseminate program or project information.
- Participate in team meetings to discuss and advance program objectives, enhance collaboration, and identify resource needs required to complete projects.
- Be familiar with and utilize the Estuary Partnership Teaching Manual.
- Learn and work in Outlook email and calendaring systems.

RELATED DUTIES

- Operate an Estuary Partnership vehicle and 35-foot canoe trailer.
- Communicate with teachers and program partners.
- Participate in all-staff meetings.
- Represent the Estuary Partnership at meetings, conferences, and workshops and in other public settings.
- Other related duties as assigned.

ORGANIZATION STANDARDS OF PERFORMANCE

- Place the river and public trust at the forefront. Support and promote the mission and work of the Estuary Partnership. Be familiar with the activities of all Estuary Partnership program areas, the lower Columbia River and the National Estuary Program, natural resource protection, and community programming.
- Include diverse and underserved communities, including communities of color, Indigenous people, and low-income communities, to improve racial, gender, and cultural responsiveness when working with colleagues and partners and in carrying out job duties and responsibilities.
- Cultivate a positive work ethic and inclusive work environment. Exhibit a positive attitude and high level of professionalism. Support Estuary Partnership employees, Board members, volunteers, and partners.
- Provide exceptional service, internally and externally. Adapt and continually improve.
- Attend work regularly and on-time.