



LEAD FIELD TRIPS FACILITATOR

Position Description

Job Description

Under supervision of the Director of Programs Administration, the Lead Field Trips Facilitator (Spring Semester 2023) is responsible for assisting with the development, organization and implementation of the River Parkway Trust's Field Trips programs. Through our River Field Trips, Classroom Presentations, and River Buddies Pre-K programs the Trust reaches over 7,500 students annually. The Lead Field Trips Facilitator will represent the Trust and work collaboratively with volunteers and staff to facilitate mission-driven, safe, and memorable experiences for students. The majority of work will take place leading field trips outdoors.

Time Commitment

Lead Field Trip Facilitator duties vary, averaging 32 hours per week (approximately 6 hours/day, 4-5 days per week); duration for this position is mid-January through mid-May, 2023.

Responsibilities

- Acting as lead docent for weekday field trips, in-class presentations, and other educational activities, typically 4-5 days per week
- Assisting with training, management, and daily supervision of program interns & volunteers
- Preparing and staging physical materials, activity kits, and paperwork (surveys, post-trip activities) for all field trips
- Maintaining program equipment and supplies, including:
 - Maintaining activity kit inventories, communicating purchasing needs to Community Programs Director, and restocking kits as needed
 - Preparing activity specific materials as needed (sharpening pencils, cutting worksheets, etc)
 - Organizing and maintaining field trip activity storage areas
- Work collaboratively with education staff and volunteers to develop education programs and increase program capacity
- Assist with field trip administrative duties as needed, including:
 - Website, registration, and Trust calendar updates
 - Communication with teachers and tracking field trip information
 - Survey data entry and analysis
 - Communicating with volunteers and maintaining volunteer schedule
- Participating in Education Committee meetings
- Other duties as assigned

Qualifications

- Bachelor's degree in relevant field (education or environmental sciences) OR previous experience in education field, preferably working with outdoor and nature based programs
- Excellent written and oral communication skills
- Bilingual Spanish or Hmong preferred

- Must have knowledge of educational and informational presentation techniques for a wide variety of audiences, and have proven ability to adapt activities and curriculum to communicate ideas and information to audiences of diverse backgrounds and varying ages
- Ability to work outdoors in variable weather conditions and on uneven terrain
- Valid driver's license and transportation
- Ability to work weekends as needed
- Must be able to lift 40 lbs

Lead Field Trips Facilitator begins at \$17/hr.

The Trust is committed to equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran status, disability, or any other status protected by the laws or regulations of the United States. The Trust will not tolerate discrimination or harassment based on any of these characteristics. We encourage applicants of all ages.

To Apply

Please submit a completed [application](#), resume and a brief cover letter outlining your interest in this opportunity to mschnur-salimbene@riverparkway.org with the subject line "Lead Field Trips Facilitator Position." Application materials can be found at <http://riverparkway.org/what-we-do/work-with-us/>.