Overview: IslandWood’s mission is to provide exceptional learning experiences and inspire lifelong environmental and community stewardship. Our innovative outdoor learning experiences include the School Overnight Program (SOP) for elementary-aged students in a multi-day residential school program on our 255-acre sustainably designed Bainbridge Campus. The residential experience makes understanding systems physically and mentally tangible for students.

With each of our schools, SOP has 3 main goals:

- Provide a foundation of stewardship for our students through their experience at SOP.
- Create equitable access to & culturally responsive instruction for all students.
- And, develop meaningful and sustainable relationships with schools.

The School Overnight Program (SOP) Coordinator is a member of the full time professional education staff for IslandWood. SOP’s integrated curriculum uses the environment as the context for fostering community and environmental stewardship for over 4,000 elementary students and 300 teachers, each year, most from the greater Puget Sound area. We are committed to educational equity and intentionally work with and support schools across the socio-economic spectrum to attend SOP. The Program Coordinator manages all logistics, materials, and curriculum for SOP, acting as a resource for school groups and teachers and resource/advisor for graduate student instructors.

There are two full-time Coordinators for the School Overnight Program: Coordinator I (first year) and Coordinator II (second year). Though IslandWood is an at-will employer, each position is designed as a two-year term, and terms are staggered between coordinators. This is intentionally designed to allow for mentoring and support between coordinators as well as time for embedded professional development. Coordinator I is mentored by Coordinator II to better learn the logistics of SOP and other on-the-ground duties. In their second year, Coordinator II increases their responsibility and hones their skills by mentoring the new Coordinator, supervising full-time staff, and focusing their professional development to culminate in a final “project:” ex. co-teaching a graduate course with senior faculty, designing an evaluation system, or creating a series of professional development sessions for staff. The goal is to propel the Coordinators on their career paths and contribute to the next generation of non-profit administrators and organizational leaders.

Report to: Director of Residential School Programs

Supervise:
Coordinator I: supervise 3 hourly employees
Coordinator II: supervise SOP Host and Lead Instructor

Coordinator I Responsibilities:
• Coordinate all aspects of SOP, including logistics, materials/supplies, instructor assignments, school groupings, etc.
• Nurture positive working relationships among visiting teachers and parent chaperones
• Mentor graduate students in SOP
• Supervise graduate student stewards of program spaces
• Manage instruction spaces, such as Wet Lab and Prep Room and their associated budgets.
• Manage a cohort of graduate student instructors as they teach.
• Participate in ongoing SOP curriculum visioning, assessment, and development
• Attend and/or lead SOP and education team meetings
• Substitute teach for SOP as needed
• Lead IslandWood conference education opportunities equaling 40 hours per year
• Evening/weekend work totaling 3-6 nights per quarter
• Assess and problem-solve physical and socio-emotional health concerns among students
• Other duties as assigned by supervisor

Coordinator II Responsibilities: first year responsibilities plus...
• Supervise SOP Host and SOP Lead Instructor
• Train and mentor Coordinator I
• Manage program data using advanced Excel spreadsheets and Salesforce
• Final “project”

Embedded Professional Development Opportunities may include the following areas: (specific area/s are chosen by Coordinator and supervisor based on individual and organizational needs)
• Mentoring
• Diversity, Inclusion, Equity, and Justice in Education
• Program Evaluation
• Formal and Non-formal Education Strategies
• Conflict Resolution
• Curriculum Development
• Administration and Leadership
• Database Management (ex. Salesforce)

Schedule: Work schedule is generally Monday through Friday year round with 3-6 evenings per quarter during the school year.
*NOTE: This position is very site-intensive. It is highly recommended that Coordinators live on Bainbridge Island.

Qualifications:
Required
• Commitment to educational equity and social justice
• Minimum 2 years teaching experience in formal and/or non-formal settings
• Ability to work with elementary students and teachers in a dynamic, respectful, rigorous, creative, and enthusiastic way
• Experience working with multicultural audiences
• Strong understanding of the English language for written and oral communication with clients and staff
• Excellent customer service skills
- Strong, adaptable computer skills
- Proficiency in planning, organization, and project management
- Demonstrated teamwork and communication skills
- Strong ability to multitask and move fluidly between large scale systems-thinking to on-the-ground issues and tasks
- Wilderness First Aid and CPR certification, or ability to obtain within 2 months of hiring
- Master’s degree in environmental education or related fields; OR equivalent, transferable work experience
- Must pass child safety screening procedures
- Must be able to comply with and maintain a smoke-free and drug-free work environment
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood’s strategic plan to expand our mission and impact.

**Desired**
- Experience working in residential environmental learning
- Experience living and working within communities of color
- Training in working with multicultural audiences
- Experience in educational management and administration
- Experience in program assessment and evaluation
- Familiarity with Next Generation Science Standards, Common Core, and Environmental and Sustainability Education Standards
- Bilingual
- Wilderness First Responder certification

**Compensation:** This is a full-time, year-round position with full benefits and supplemental support for professional development. Please contact hiring manager for more specific information.

**Application:** Open until **April 15th, 2016**

In order to be considered, applications must include:
1. Cover letter
2. Resume
3. Contact information for three current references

Submit all materials *together* to:

employment@islandwood.org

or

Search Committee for School Overnight Program Coordinator
IslandWood
4450 Blakely Avenue NE
Bainbridge Island, WA  98110-2257

**Projected position start date:** Between July 1st and August 1st, 2016
IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, national origin, gender, sexual orientation, age, or disability. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.