



Education and Volunteer Coordinator

Think Wild is a non-profit conservation center and wildlife hospital based in Bend, Oregon. As a fairly new organization and facility, this is a unique and exciting opportunity to create, develop and implement wildlife-focused educational programming and a strong volunteer program for Think Wild in Central Oregon and beyond.

This position is full-time exempt and reports to the Executive Director. The position has a flexible schedule but must be available on occasional weekends. Think Wild is quickly growing, and there is room for growth and professional development within the organization. The position salary starts at \$40,000/year DOE, and benefits include employer health plan contributions and paid time off.

Think Wild is an equal opportunity employer, and does not discriminate based on race, color, age, sex, sexual orientation, sexual identity or expression, religion, ability, or national origin.

Position Duties:

60% Education Coordination

- Coordinate and lead delivery of onsite, offsite and virtual wildlife and environmental education programs, tours, and workshops
- Coordinate and manage outreach events, such as tabling, wildlife-themed festivals, etc.
- Create program materials and lesson plans
- Develop and lead student volunteer projects
- Coordinate with education partners and program participants on scheduling, project and curriculum development, materials and program fees
- Reach out to teachers, youth organizations and other resources to increase education program development
- Train and coordinate volunteers to assist with education program delivery
- Maintain all equipment and supplies needed for programming
- Ensure proper set-up and take-down for education and workshop activities
- Maintain accurate program records including incident reports, logbook documentation, and daily attendance.
- Know, enforce, and follow all safety guidelines associated with TW and all program areas. This includes but is not limited to being responsible for participant safety and whereabouts at all times.



- Perform other duties relating to the organization's education goals and mission as required

40% Volunteer Coordination

- Manage recruitment, assignment, and orientation of new volunteers for hospital, education, rescue/transport, Beaver Works and other areas as necessary
- Oversee communications and scheduling of volunteers at the wildlife hospital and for other programs as necessary
- Build relationships with volunteers and identify new avenues for recruitment and retainment
- Ensure accurate and up-to-date communications on volunteer scheduling with staff
- Oversee the training schedules and development of new volunteers
- Develop and coordinate volunteer appreciation and engagement events
- Act as point person for general questions, concerns, etc. for TW volunteers
- Care for and recognize volunteers to ensure they feel they feel meaningfully engaged and fulfilled and so that they stay with the organization.
- Actively work to build a more diverse, equitable and inclusive volunteer community including evaluating current practices, identifying ways to reduce barriers to volunteering and helping to build skills and awareness among staff

Qualifications:

- Passion for Think Wild mission
- B.A. or B.S. in science, biology, environmental sciences, education, environmental education, or a related course of study (or work experience to replace) is required
- 2+ years of environmental education and/or teaching experience is required
- Experience designing environmental education with proven teaching and public speaking abilities, an understanding of trends and best practices within next generation science standards is a plus
- Excellent oral and written communications skills and the ability to effectively interact on the phone, in writing, personal interactions, and public speaking.
- Ability to work and collaborate with others, including staff, volunteers, interns, and community partners.
- Demonstrate enthusiasm for teaching wildlife-related topics
- Safely manage program participants in an outdoor environment



- Public relations and communications skills: outgoing, helpful and positive personality; ability to work well with children and adults including giving presentations; maturity and leadership abilities; ability to handle sensitive situations in a tactful manner
- Flexible and able to adapt to an ever-changing work environment with challenging logistics
- Ability to take initiative and be creative with unique programming needs
- Knowledge of the Central Oregon environments and wildlife is a plus
- Applicant must possess a valid driver's license and a good driving record
- Comfortable working in the outdoors, including in and around shallow water, in sometimes physically demanding conditions (heat, biting insects, etc.)
- Willingness to follow all COVID-19 precautions, including mask wearing, hand washing, and supporting children in health and safety precautions.

Contact Sally Compton, Executive Director at info@thinkwildco.org with questions. Please no calls.

Applications must be submitted via email at info@thinkwildco.org. For full consideration, please submit a resume, cover letter, and three references by September 13 at 5pm. This position is open until filled. Ideal start date of October 4, 2021.