UrbanPromise Job Description

Position Title: Environmental Education Program Director  
Department: Office of Experiential Learning

Reports To: Assistant Director of Experiential Learning  
Salary Range: $36,000 – 40,000 with a generous benefits and PTO package

Position Summary:
At the heart of all positions at UrbanPromise is the love for and commitment to children and youth. We embrace the value of relationships with our students and their families through the mission of UrbanPromise-- to equip children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and Christian leadership. The Office of Experiential Learning seeks to complement UrbanPromise’s highly successful academic programming with experiential and project-based learning opportunities.

The Environmental Education Program Director is expected to work as a part of the Office of Experiential Learning team of staff and volunteers. The director will be responsible for expanding and implementing the environmental education curriculum and on the water recreation with a focus on the local watershed. UP continues to benefit from numerous opportunities for environmental education through its many community partners.

This position is responsible for capitalizing on these opportunities and managing the multiple projects and initiatives of the environmental program at UrbanPromise with local and regional partners. Success in this position requires a highly motivated team player and self-starter with high level organizational and interpersonal skills.

Essential Job Functions:

1. Promote environmental education, advocacy, and stewardship within and outside the UrbanPromise community.

2. Consistently evaluate, implement and enforce policies to establish a culture of health and safety.

3. Work with and provide resources to administration and staff at UrbanPromise Ministries:
   a. Build upon existing environmental education curriculum and collaborate with teachers to integrate experiential and expeditionary learning throughout the lesson planning process with an environmental education focus.
   b. Lead environmental education classes, programs, and field trips, i.e. Assateague Island, Sedge Island, and Pinelands in coordination with the UrbanTrekker Program Director. These trips include overnight travel with students.
   c. Facilitate youth participation in local/regional environmental workshops and speaking engagements to advocate for the use and preservation of the watershed.
   d. Work with the UrbanTrekkers Program Director to integrate cycling, trail stewardship and watershed education into a cross-discipline activity.
   e. Actively engage and partner with local environmental organizations.

4. Lead all paddling and on-the-water activities.
   a. Coordinate with Urban BoatWorks Program Director for the use, transportation, and readiness of the fleet for paddling trips.
   b. Oversee the summer RiverGuide program and promote community participation in on-the-water activities and education.
   c. Train and manage the RiverGuide Program Supervisor.
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5. Support the UrbanTrekkers Program Director with expeditions outside of Assateague, Sedge Island, and the Pinelands when needed.

6. Support grant planning process and report on promised outcomes of environmental grants.

7. Participate in and seek out professional training and development opportunities.

8. Actively participate in periodic all-staff events and development activities

Essential Job Requirements:

EDUCATION Bachelor’s Degree, preferably in an environmental science field or three years equivalent experience in said related fields.

EXPERIENCE Preferred experience in environmental education, environmental work in an urban context, youth development, and/or outdoor education and adventure experience both on land and water.

REQUIRED SKILLS Public speaking, office technology, strong networking and interpersonal communication, time management, supervision of staff, the ability to work with a diverse range of people, cultural sensitivity, drivers license with CDL or willingness and ability to obtain within 60 days of start date of employment.

PREFERRED SKILLS Wilderness First Responder Certification; CPR Certification; Certifications in on-the-water activities such as ACA; lifeguard certification.

PHYSICAL REQUIREMENTS The Environmental Educator is expected to perform duties and responsibilities of a physical nature and must have ability and comfort with on-the-water activity.

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission, and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer and encourages applications from individuals underrepresented in the Environmental and Outdoor Education sector, including people of color, and persons with non-traditional work and educational experience. All who believe they meet the stated qualifications are invited to apply. Applications may be submitted to UrbanPromise Ministries, Chief People Officer at pfoxx@urbanpromiseusa.org

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