



WESTCAVE

OUTDOOR DISCOVERY CENTER

JOB PROFILE SUMMARY

Job Title: Administrative Coordinator/Educator

Supervisor: Executive Director/Education Director

Hours: Hourly position, full and part-time opportunities will be considered

To Apply: Please submit a resume and letter of interest to linda@westcave.org

Closing Date: Open until filled

Wonder and Joy: it's in our nature!

Westcave Outdoor Discovery Center's mission is to inspire people to develop lifelong practices of valuing and enjoying nature. We connect kids and their families to nature by providing experiences and programs that foster the discovery, exploration, and conservation of the natural world.

At our core, we are advocates for protecting and taking pleasure in nature. Our preserve in southwest Travis County serves as an outdoor classroom, for visitors to come explore, discover and appreciate our extraordinary natural surroundings. By doing so, we inspire a bond between individuals and nature. But we don't stop there. We go further.

Our leadership of the Children in Nature Collaborative of Austin (CiNCA) ensures that from an early age, kids learn to feel comfortable in nature. That they have access to it and understand its importance. That they have fun outdoors. And that their connection to the natural world turns into an essential part of their daily lives, both as kids and later as adults.

Our partnership with El Ranchito summer camp continues our mission and serves as a shining example of connecting youth to nature. We believe wholeheartedly that frequent interactions with nature result in happier, healthier and smarter kids.

Ours is a complete approach to advocacy. And it presents our complete commitment to nature and conservation for today and the future.

Additional information on Westcave Outdoor Discovery Center is available at www.westcave.org.

Job Summary:

The Administrative Coordinator/Environmental Educator holds distinct roles and responsibilities as both the Administrative Coordinator for Westcave Outdoor Discovery Center and as an Environmental Educator for field trips to Westcave Preserve.

This employee will work on the Preserve as an Environmental Educator two or three times a week during the school year for Westcave Preserve field trip programs. Summer programs vary but are approximately two times per week. As an Environmental Educator, they will assist with field trip programs by either taking a group of students on a guided hike through the Preserve or leading a group of students through a set of established environmental education activities. Students will range in age from preschool – high school. This educator may also lead a weekday adult tour or assist with weekend public tours/programs.

As Administrative Coordinator this employee will help all members of the Westcave staff team with general administrative tasks with an emphasis on administrative support to the Executive Director, managing the activities of the Board of Trustees, financial and accounting activities and reports; management of donor data base; and meeting support to the Advisory Council and staff including scheduling, correspondence, preparation of meeting materials and meeting minutes. This person will also manage administrative functions related to our websites and social media.

The Administrative Coordinator/Environmental Educator will report directly to the Executive Director and works closely with our accounting firm, program staff, the Board of Directors, and other key volunteers.

Essential Responsibilities/Duties

Educator

- Lead school groups through Westcave Preserve and provide age-appropriate education on the Preserve's natural history, geology and biology.
- Lead school groups through set educational activities designed to foster the discovery, exploration and conservation of nature.
- Lead adult tours that support the group goals.
- Support setup and shutdown of Preserve programs and operations.
- Assist with special events and weekend programming when needed.
- Assist with other duties as necessary including general housekeeping and grounds keeping.
- Create a fun educational environment for all guests.

Support for Staff Meetings:

- Coordinate, prepare materials for, and participate in weekly staff meetings.
- Summarize actions and highlights from the meeting for Staff.

Financial and donor management:

- Make bank deposits weekly
- Update deposit detail weekly
- Receive and record donations using DonorPerfect database
- Generate thank you letters weekly
- Import visitor information into the Donor Perfect database
- Maintain donor records (filing)

Board / Preserve Council Management

- Schedule meetings as necessary for the Board and Preserve Council
- Prepare print material for Board meetings
- Maintain collection of Board documents
- Correspondence with leadership
- Participate in Board and Preserve Council Meetings as needed
- Prepare/update Board, Staff, and Preserve Council orientation manuals

Social Media

- Use e-mail marketing service to send e-newsletters and announcements of special events to Westcave supporters
- Regularly update Westcave's Facebook site and respond to our Facebook community
- Regularly update the Westcave and the NatureRocksAustin websites

General Administrative Duties

- Manipulation of Database for mailing lists for appeals or guest lists for special events
- Make office supply purchases
- Prepare print material for mailings
- Maintain collection of newsletters
- Prepare for other meeting and special events which may include purchasing supplies and ordering catering
- Maintain employee records
- Maintain Health Insurance and Business Insurance policies
- Coordinate with IT consultants on office technology problems
- Coordinate with Spacecraft on website related work that cannot be done internally
- Respond to email requests for information

Qualifications

Education: Bachelors degree or higher, preferred

Experience: a minimum of 2 years Administrative Support experience

License/Certificates Required: Class C Driver's license required

Knowledge, Skills & Abilities

Excellent oral and written communication skills

Skill in operating general computer software programs

Knowledge of or interest in learning basic naturalist skills

Passion for engendering a love of nature in others

Skill in multi-tasking, collaboration, cooperation, etc.
Thriving in an outdoor environment

Work Environment and Physical Demands

May be required to work occasional evenings and weekends

Most educator duties are outside based and occur in a variety of weather.

Must be able to hike at least 1 mile with changing topography.

May need to lift and carry 25-50 lbs. at times.