

JOB ANNOUNCEMENT

Potomac River Education Program Manager (One Year Position)

The Chesapeake Bay Foundation seeks a program manager/environmental educator for the Potomac River Education Program based in Washington, DC. This position will last one year from the date of hire with the potential of continuation.

THE CHESAPEAKE BAY FOUNDATION

CBF is the largest regional environmental organization in the country. Established in 1967, CBF has a staff of approximately 165 employees working across the watershed, from the Annapolis headquarters and three state offices in Harrisburg, Annapolis and Richmond, to the southern Bay office in Norfolk, the Eastern Shore office in Salisbury and the Anacostia office in Washington, D.C. CBF also operates 15 outdoor environmental education-training centers located in Pennsylvania, Maryland, the District of Columbia, and Virginia.

The organization has an annual budget of approximately \$20 million. Support comes from more than 225,000 active members, several hundred foundations and corporations, generous individuals, and tuition revenues from field experiences.

CONTEXT OF THE POSITION

Program participants learn about the encouraging recovery that the historic Potomac River is making and the environmental issues that may affect its future. The 42 foot workboat, *Susquehanna*, enables participants to better understand how the aquatic worlds of the Anacostia and Potomac Rivers are intimately linked to daily urban life in DC. Hands will get wet as the boat travels from one site to the next, bringing new meaning to storm drains, garbage, electricity, and fish. Up close and personal, participants discover what actually lives in the water, what prevents us from seeing the bottom, and what is going on along the river banks. Some of the following concepts are covered on a one day field experience: physical orientation, physical measurements, biological survey, interrelationships, human impact, and water quality testing. A captain and the program manager co-lead and teach students and educators.

The staff continually adapts program content based upon grade/age level of students, weather, seasons, and group dynamics. This physically demanding position involves fairly frequent weekend work, and year-round exposure to the elements.

The program staff is accountable for the safety of all passengers, and for keeping all equipment/vehicles in proper working order. They ensure that all safety protocols are rigorously followed and respond to medical emergencies.

Educators promote and develop citizen knowledge about the Bay by providing unforgettable, hands-on experiences to 800+ students and their teachers each season and inspire them with a commitment to the restoration of the Bay.

The education department is comprised of field programs, teacher and principal professional development, including the Chesapeake Classrooms program, and a student leadership program. All of these components work closely to encourage and lead students to take action toward “Saving the Bay.”

There are two field seasons, during the fall and spring of the academic year. Summertime is reserved for conducting extended trips for teachers and students. Wintertime provides an opportunity for training and program development.

Essential functions include:

- Develop and implement one-day field programs for middle and high school aged students and teachers (approximately 26 participants per day).
- Contact teachers and plan field investigations according to the needs of the curriculum.
- Execute programs, including the following items for all students/teachers: safety review, rudimentary canoeing skills (if working on another program), educational activities, wildlife observation, biological sampling, water quality testing, ecosystem and watershed concepts (such as salinity, turbidity), etc.
- Team teach and collaborate with the captain.
- Distribute program evaluations and respond to feedback.
- Attend DC environmental education meetings in order to stay connected and to promote program offerings and build relations within the city.
- Assist other education programs (Chesapeake Classrooms, student leadership and action, and other field programs) as needed.
- Develop and implement longer field programs (5-7 day experiences) for teachers and/or students in the summer months.
- Work with school administration to recruit teachers.
- Develop and monitor 1-year program budget.
- Complete/submit timesheets, personal expense reports and all other relevant administrative tasks.
- Maintain/repair all safety equipment, canoes, and educational gear.
- Attend all safety training and professional development offerings.
- Participate in a random drug-testing program for the Coast Guard.
- Continually adapt program content based upon grade/age level of students, weather, seasonal stages, discipline problems.
- Work cross-functionally with other departments in order to align programs and educate CBF staff.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

Successful candidate should possess:

- Bachelor’s degree. Background in education, biology, environmental science, marine biology, or the liberal arts is helpful but not required.
- At least three years of experience with children in an educational setting.
- Knowledge of Maryland and Washington, DC school systems.
- A strong desire to teach in the field/outdoors (in all weather conditions) and work with students on a daily basis.
- The individual should be a motivated self-starter, adept at collaborative process, and creative planning.

- Knowledge of aquatic habitats.
- General knowledge of environmental legislation and regulations.
- Canoe/boat and water safety experience helpful.
- Travel, evening and weekend work required on a regular basis.
- Creativity, humor and self-confidence.
- Energy, enthusiasm, and passion for students and the environment.
- Exceptional communication and interpersonal skills.
- Must be able to take initiative, solve problems and work collaboratively with a partner.
- Desire and ability to relate to people of all ages and backgrounds.
- Experience with tools, tractors, and completing small repairs.
- Knowledge of the natural and cultural history of the Chesapeake.
- Knowledge of environmental issues facing the Bay.
- Physical ability to lift and carry heavy objects (canoes and other equipment).
- Strong commitment to safety and maintenance related to trucks/trailers/boats/center facilities.

Must participate in a criminal history check and USCG drug-testing program. Training required in Wilderness First Responder, boater safety, canoe training, community water safety and CPR.

To apply, please send resume, cover letter and contact information for three references by August 9, 2010 to:

Laura Burrell Baxter, Director of Education Operations
Chesapeake Bay Foundation
Email application materials to: lbbaxter@cbf.org

CBF offers a comprehensive benefits package to include: 20 vacation days, 10 sick days, health, vision, dental, life insurance, and a tax deferred annuity plan. The Chesapeake Bay Foundation is an Equal Opportunity Employer.)