



September 2019- August 2020 Service Year POSITION DESCRIPTION

Position Title

Education and Outreach Coordinator

Sponsoring Organization

Lake Champlain Community Sailing Center
Burlington, VT

Sponsoring Organization's Mission

The Community Sailing Center's mission is to encourage and celebrate the responsible use and long-term stewardship of Lake Champlain by fostering educational and recreational opportunities for all members of our community. The Community Sailing Center is a community-based nonprofit organization providing access, education, and recreation on Lake Champlain for almost 8,000 people annually. The new Community Waterfront Center is a vital hub on the shores of the lake where community members and visitors to Burlington gather to play and learn on the lake together. We engage our community with the lake through a wide range of educational and recreational programs that extend an open invitation to everyone regardless of age, gender, race, physical ability, or the means to pay. Our Signature Programs are specially designed for students, at-risk youth, women and girls, and individuals with disabilities, enabling underserved populations to access and take ownership of Lake Champlain. Our educational programs engage students in lake ecology and STEM (Science, Technology, Engineering, and Math) using sailing, place-based and experiential learning to meet the needs of local schools and their students. Here, sailing and paddling are tools that enrich people's lives, teach valuable life lessons, offer a unique environmental education experience, and instill a sense of ownership in one of Vermont's most valuable natural resources – Lake Champlain. Along with over 100 community partners, we provide award-winning programs to ensure our role as lake stewards and prepare the next generation of lake lovers. Together, we are the collective voice for Lake Champlain. As a recreational and educational cornerstone of this community, the Community Sailing Center is built on these core values: Passion for sailing, for paddling, for the grandeur of Lake Champlain, and for the thrill of being on the water Stewardship of the lake through responsible practices, environmental education, and stewardship programming. Education through a curriculum of sailing instruction, water safety, personal empowerment and a welcoming environment in which to learn. Access to the lake, both physically and conceptually, for all lifestyles and abilities, through our curriculum and tuition subsidies

Goals for the ECO AmeriCorps Position

One goal for the ECO AmeriCorps position at the Community Sailing Center is to collaborate with the Program Director and coordinate, execute and grow the fall, winter and spring Floating Classrooms program. The ECO AmeriCorps will gain confidence in public speaking and presenting, collaborate with 4th and 5th grade teachers.

Another goal for the ECO AmeriCorps position is to implement the Burlington School Food Project free lunch program for the youth camps at the CSC. The CSC first participated in this program in 2018 and is excited to continue to participate in this program, giving our campers access to free lunch while at camp.

Another goal for the ECO AmeriCorps position is to conduct the collection of data for the Lay Monitoring programs with the Lake Champlain Committee and the Vermont Department of Environmental Conservation. The LCC would like to see monitoring extended into the fall season and this will be possible with the help of the ECO AmeriCorps position.

Essential Functions. Functions that the applicant must be able to perform

Floating Classroom Planning & Implementation

Responsible for the organization, development, operation and coordination of Floating Classrooms. This includes, but is not limited to, providing vision, designing and implementing curriculum, collecting and analyzing outcome data, recruiting community partners and participants, meeting with community partners, training program staff members, and conducting presentations and trainings in the community. Program oversight includes the following responsibilities:

Budgeting and Financial Planning

Planning and Design (curriculum development) Outreach, Recruitment and Partnership Development and Cultivation Lead Instructor for On Land Lesson Assessment, Evaluation, and Reporting of all program implementation and outcomes for Burlington School Food Project

Responsible for picking up the meals daily

Place weekly food orders with the BSFP ☪ Communicate with families of campers about the program
Oversee lunchtime meal distribution, daily documentation and end of season reporting

Water Quality Monitoring, Lay Monitoring with the Vermont Department of Environmental Conservation to provide data collections for phosphorous, chlorophyll and turbidity. Weekly Cyanobacteria Monitoring with Lake Champlain Committee to provide visual information on cyanobacteria presence in Burlington Bay. Volunteer Program & Event Implementation. Organize and coordinate the Volunteer Program: program development, recruitment and training, supervision and reporting in conjunction with the Office Manager Coordinate, manage, and implement Water Works Fair, including but not limited to: partnership communication, marketing and promotion (with other CSC Staff), participant experience and feedback

Marginal Functions. These are secondary to Essential Functions, may be negotiable, and can be completed as time allows.

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Projects May Include

The Education and Outreach Coordinators primary role in the organization is the coordination and execution of all aspects of the CSC's Floating Classrooms program, Burlington School Food Project free lunch program, Lay Monitoring with the Lake Champlain Committee and to assist with the CSC volunteer program.

Desired Qualifications

- Minimum of a bachelor's degree in science, education or a related field
- Experience developing and implementing programs and curricula
- Professional experience or coursework in teaching environmental education
- Interest in improving water quality in Lake Champlain through education
- Exemplary interpersonal and communication skills (verbal and written)
- Flexibility, able to balance multiple competing priorities
- Experience in research and evaluation methods
- Comfort speaking and presenting in front of groups
- Experience working with youth between the ages of 6 and 18
- Knowledge of Vermont's landscape, culture, environment, ecosystems (or desire to gain knowledge)
- Ability to work independently as well as part of a team
- Comfort on and near the water
- Possess a valid driver's license and have access to a vehicle

Networking Opportunities

Yes. The Education and Outreach Coordinator will be able to attend the SWEEP (Vermont State-Wide Environmental Education Programs) conference held in early November. This will provide the opportunity to network with other environmental educators from all over Vermont.

Service Conditions

Service is to be performed outside on the grounds of the CSC, on the dock, out on boats (certified instructors/staff will be in charge of vessel), and indoors. Service will be performed during normal business hours with the occasional service on weekends for special outreach events.

Minimum Qualifications:

- Be a US citizen, a national, or legal permanent resident alien of the U.S.;
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit);
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Must submit to Agency of Human Services checks, i.e. Adult Abuse and Child Abuse Prevention;
- Be committed to the ECO AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way.