



AmeriCorps Member Position Description

Member Position / Title: Education Program Assistant

Member Immediate Supervisor: Kimberly Cooke

Days / Hours of Service: 40 Hours/week, generally Monday - Friday, occasional Saturdays (if this occurs, the member will be given a weekday off prior or following the Saturday.)

Member Immediate Supervisor Title: Education Coordinator

Partner Organization Name: Pontchartrain Conservancy

Address: 2045 Lakeshore Drive

City: New Orleans, LA **Zip Code:** 70122

Website: scienceforourcoast.org

Organization/Agency Mission and/or Goals:

Pontchartrain Conservancy's Education Department's goal is to educate the public on important issues affecting the Pontchartrain Basin. With increased awareness of water quality and coastal issues, citizens of the basin become better stewards of the region where they live. We do this by conducting community programs, school programs, and educator essentials professional development training. The Education Department works with K-12 students and teachers in parishes surrounding the New Orleans region using new and innovative environmental curriculum.

Member Position Summary:

The Education Program Assistant will conduct Pontchartrain Conservancy's environmental education and outreach programs related to the general public, pre-K through 12 grade levels, and college students, and will look to review our current curriculum and educator materials to ensure they are current and relevant. This position will also review our hands-on activities with partner organizations to see if there are opportunities for improvement, and to truly engage children. For example, the member would evaluate the hands-on activities and review best practices in the region and the country, to bring Pontchartrain Conservancy to the "leader of the pack." Additionally, the Education Program Assistant will assist in the role of docent for the New Canal Lighthouse Museum and Education Center as schedule permits (Monday-Friday).

Member Impact:

The member impact would be to facilitate STEM education regarding water quality and the coastal issues that Louisiana is facing by presenting educational programs to students and providing STEM materials to teachers. The member could especially help with ideas on how to engage a young demographic (their demographic), as our biggest membership and engagement is currently with older demographics. Additionally, by working with educators in the region to determine their needs, we can fill a crucial need in the community with our education program.

Essential Functions of Position:

Conduct delivery of education programming:

- Develop presentations for student both in classrooms and at the lighthouse
- Provide service/learning opportunity to students and volunteer groups as needed
- Develop presentations for summer camp programs as needed
- Partner with other Educational Programs in field programs as needed for collaboration
- Educator Essentials rollout and Teacher Professional Development

Serve as a docent to educate the public at the New Canal Lighthouse as schedule permits:

- Give tours to groups and individuals
- Give tours and assist with presentations to adult, school and camp groups

Assist in coordination of annual Beach Sweeps and other clean up events and ensure feedback is gathered after each event for continuous improvement.

Provide educational activities at lighthouse special events.

Conduct teacher workshops:

- Give presentations at teacher conferences and trainings
- Develop and present at workshops when requested by schools and school systems

Required Knowledge, Skills, and Abilities

- Experience with Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience with Adobe Acrobat/Pro
- Energetic, flexible person comfortable with speaking to children and adults as well as working with the public in general
- Suitable oral and written communication skills
- Communicate inclusively with diverse audiences
- Ability to stay organized, multitask and be efficient
- Experience using social media
- Ability to work effectively in a team environment

Required Academic and Experience Qualifications:

Undergraduate degree in Elementary Education or Science Education (Biology Education, Geology Education, or Environmental Science Education focus preferred)

Required Transportation Needs:

Pontchartrain Conservancy does have work vehicles available for travel to and from field locations. It is possible to travel around the Greater New Orleans Area to and from the office via bicycle or public transportation. However our office is on the lakefront and commute via bike and/or public transportation may be difficult depending on the trip's origin.