

School Program Coordinator Job Description Template

RATIONALE:

This template is designed to help you create a job description for a School Program Coordinator that you can use to advertise for this position.

INSTRUCTIONS:

1. Review the template. Adjust the content as needed to better reflect your specific context and needs. At a minimum, be sure to make changes where indicated.
2. Distribute the posting. You can post it online (e.g., community website), include it in a community newsletter, post it on Facebook, and/or print it and post it around your community and at other locations that community members frequent. Use a combination of distribution channels where possible and be sure to connect with the Band administrator (or someone in a similar position) for additional ideas.

Job Posting: School Program Coordinator

Compensation: To be determined/Competitive

Term Position: September - June

Closing date:

The _____ is seeking a unique individual to design and lead the _____ School Program. If you're a dedicated leader who loves working with youth and is passionate and inquisitive about _____ culture, territory, and/or the natural sciences, then this is the job for you.

The _____ School Program is an on-the-land youth education program that has a core objective of engaging, developing, and preparing _____ youth to become community leaders and territory stewards. The _____ School Program works to spark and strengthen _____ youth connections to their community, culture and traditional territory by:

- Getting them out on the lands and waters of their territory, where they can connect with and learn about the natural world around them;
- Building their curiosity, knowledge and skills through experiential and applied learning experiences; and
- Providing them with opportunities to learn about the places, values, traditions and practices that are important to their community.

The successful candidate will be responsible for:

- *Encouraging and supporting students in their interests in stewardship, culture and science from a young age to graduation and beyond;*
- *Collecting, creating, and making available locally-relevant curriculum resources;*
- *Assisting the school/teachers with integrating place-based, locally-relevant and experiential learning into lessons and year plans;*
- *Assisting the school/teachers with inviting local and visiting experts (Elders, harvesters, scientists, resource managers, etc.) into the classroom and bringing students out into the community;*
- *Assisting the school/teachers with organizing field trips in _____ territory, in addition to supporting "before and after" activities to enhance learning opportunities;*
- *Organizing outdoor field trips and facilitating increased comfort level with outdoor learning for both students and teachers;*
- *Collaborating with school administrators, other teachers, and supportive community members regarding stewardship, culture and science-based work experience and mentorship opportunities for students;*
- *Providing regular updates to the _____ on _____ activities and youth engagement;*
- *Monitoring expenditures to ensure program costs keep within the _____ budget;*
- *Producing communications materials for community audiences and providing updates about the program for other audiences as needed; and*
- *Liaising with other community organizations and programs as needed.*

**Desired competencies/qualifications:**

- *Experience working with children and youth programming or as an teacher/educator*
- *Comfort and experience on the land and water*
- *Knowledge of, or interest in, _____ culture and territory*
- *Knowledge of, or interest in, natural history, science, etc.*
- *Some combination of post-secondary education or experience. Could be equivalent life experience on the land/ water learning about: _____ culture, resource management, teaching, science, leadership, tourism, business development, etc.*
- *Experience managing a budget and developing a workplan*
- *First Aid (all levels and experience welcome) and other relevant certifications and tickets*
- *Successful candidate will require a criminal record check.*

To apply, please submit resumes by

to: