



Seasonal Education and Volunteer Coordinator

Think Wild is seeking a part time (up to 20 hours/week) seasonal (April - September) education and volunteer coordinator. This position reports to the Executive Director and must be available on some weekdays and occasional weekends. Compensation starts at \$13-15 per hour DOE. Think Wild is a non-profit wildlife hospital and conservation center located in Bend, Oregon.

Position Duties:

60% Education Coordination

- Coordinate and lead delivery of onsite, offsite and virtual wildlife and environmental education programs, hospital tours and workshops
- Develop and lead youth and group one-day or weekend volunteer projects
- Coordinate with education partners, businesses and program participants on scheduling, project and curriculum development, materials and program fees
- Reach out to teachers, youth organizations and other resources to increase education program development
- Train and coordinate education and outreach volunteers to assist with education program delivery
- Ensure Think Wild safety and policy protocols are followed during programs
- Maintain all equipment and supplies needed for programming
- Assist with organizing community events and coordinating public outreach, tabling as needed (depending on COVID-19 restrictions)
- Assist in development of education materials and brochure
- Ensure proper set-up and take-down for education and workshop activities
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Know, enforce, and follow all safety guidelines associated with TW and all program areas. This includes but is not limited to being responsible for participant safety and whereabouts at all times.
- Know/review all emergency procedures and respond to emergency situations immediately.



- Perform other duties relating to the organization's education goals and mission as required

40% Volunteer Coordination

- Manage recruitment, assignment, and orientation of new volunteers for hospital, education, rescue/transport and other areas as necessary
- Oversee communications and scheduling of volunteers at the wildlife hospital and for other programs as necessary
- Ensure accurate and up-to-date communications on volunteer scheduling with staff
- Oversee the training schedules and development of new volunteers
- Develop and coordinate volunteer appreciation events
- Act as point person for general questions, concerns, etc. for TW volunteers

Desired Skills and Experience:

- Passion for Think Wild mission
- Currently enrolled or completed B.A. or B.S. in science, biology, environmental sciences, education, environmental education, or a related course of study (or work experience to replace)
- Demonstrate enthusiasm for teaching wildlife-related topics and preferably have environmental education and/or teaching experience
- Safely manage program participants in an outdoor environment
- Public relations and communications skills: outgoing, helpful and positive personality; ability to work well with children and adults including giving presentations; maturity and leadership abilities; ability to handle sensitive situations in a tactful manner
- Flexible and able to adapt to an ever-changing work environment with challenging logistics
- Ability to take initiative and be creative with unique programming needs
- Ability to work well independently and as part of a small team
- Knowledge of the Central Oregon environments and wildlife is a plus
- Applicant must possess a valid driver's license and a good driving record
- Comfortable working in the outdoors, including in and around shallow water, in sometimes physically demanding conditions (heat, biting insects, etc.)



- Willingness to follow all COVID-19 precautions, including mask wearing, hand washing, and supporting children in health and safety precautions.

Contact Sally Compton, Executive Director at info@thinkwildco.org with questions. Please no calls.

Applications must be submitted via email at info@thinkwildco.org. For full consideration, please submit a resume, cover letter, and three references by Feb 17 at 5pm. This position is open until filled.