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:

DEFINE THE COORDINATOR ROLE

The final step in program design is to define the SEAS coordinator role and hire a coordinator.

Without a doubt, the SEAS coordinator position is essential to program success. Without the dedicated focus and attention of a program coordinator, it can be difficult to design, plan, and deliver a meaningful and resilient program that can respond to opportunities, challenges, and changing community needs and priorities.

The SEAS coordinator is the person who will handle most of the day-to-day aspects of program implementation, such as coming up with ideas, planning and organizing activities, and working with youth. Typically, communities have different coordinators for their school and internship program components, but you will know what will work best in your context.

To define the coordinator role, you'll need to know which program component they'll be focusing on (i.e., the school component, the summer internship component, or something different) so that you can develop an appropriate job description. You may also want to develop some criteria to clarify what you're looking for and describe the personality characteristics, background, skill set, or experience that you'd like your program coordinator to have.

TOOL 3C:
School Program Coordinator Job Description Template

TOOL 3D:
Internship Coordinator Job Description Template

Use Tool 3C, the **School Program Coordinator Job Description Template**, or Tool 3D, the **Internship Coordinator Job Description Template** to help you develop job descriptions that you can use to find the right candidate.

If you already have a candidate in mind, a job description is still very helpful for communicating responsibilities and expectations for the position.

CHAPTER CHECK-IN

By the end of this chapter, you should have:

✔ *Organized a planning meeting with key program champions and delivery partners*

✔ *Decided what the program will focus on (i.e., the program's focus areas or goals)*

✔ *Figured out how your program will be set up and structured*

✔ *Decided where to start (i.e., school program, summer internship, other)*

✔ *Established key partnerships and figured out different roles and responsibilities (e.g., who will organize and administer the program, who will be in charge of securing funding, who will hire a program coordinator)*

✔ *Secured funding*

✔ *Hired a program coordinator who will run the program on a day-to-day basis*