

Environmental Program Coordinator/Educator

The Charlotte Harbor Environmental Center, Inc., (CHEC) is a 501-C- (3) not-for-profit organization dedicated to raising the public awareness of the value of our natural and cultural resources by providing environmental education, recreation, research, and management of conservation lands. CHEC was created in 1987 when Charlotte County, the City of Punta Gorda, Peace River Audubon Society and the Charlotte County School Board combined their dedication, resources and efforts to create a venue for enriching outdoor environmental education.

CHEC is directed by a Board of Directors comprised of representatives from the four corporate members along with a number of directors at-large. The CHEC staff includes the Chief Executive Officer, Cedar Point Environmental Park Site Manager, Education Program Coordinator, Naturalist, Boat Captains, seasonal Program Educators, Office Administrator & Finance Director.

A large group of dedicated volunteers are an integral part of the operations. Funding is provided through grants and agreements with local governments, state agencies, national organizations as well as private donations, memberships and earned income.

Position Description:

The Environmental Program Coordinator position is responsible for positively influencing program participants and volunteers with the knowledge and attitudes about natural resources and cultivating positive behavioral changes that help protect our natural environment. This position reports to CHEC's Chief Executive Officer.

Specific responsibilities of the Program Coordinator include: Coordinates all programming such as water and land-based programming utilizing boats and kayaks in Charlotte Harbor, Lemon Bay, and the Peace River for students and adults.

- A. Responsible for providing environmental expertise to the community in support of CHEC's mission and for implementing

- existing environmental community education programs as well as developing new program opportunities.
- B. Working with other team members paid and volunteers to manage programs, evaluate the success of programs and make recommendations.
 - C. Conduct educational programs and activities such as Little Explorers (Pre-K), wading excursions, boat journeys, and outreach programming at local schools.
 - D. Outreach opportunities such as festivals, fairs, markets, etc..
 - E. Coordinate spring, summer and winter camps.
 - F. Prepare written reports, press releases, communications and newsletters.
 - G. Coordinate and train volunteers, learn Volgistics (volunteer software)
 - H. Flexible work schedule varies and may include evenings and occasional weekend activities.
 - I. Grant research, writing and detailed follow-up.
 - J. comfortable handling and caring for reptiles, spiders and insects
 - K. Other duties as required

Compensation

For all services rendered by the Program Coordinator under this agreement, CHEC shall pay the Program Coordinator an annual salary of \$40,000.00 payable in accordance with normal payroll procedures.

Performance

The Program Coordinator shall perform duties faithfully, diligently and competently. The CHEC CEO shall conduct a performance evaluation at the end of the first six (6) months of employment and annually

There-after. At the annual review the CEO shall determine the Program Coordinators annual salary - if any change shall be made at that time.

Benefits

Benefits are provided pursuant to the CHEC Personnel Policy Manual:

- a. Ten days of paid vacation per annum (from hire date)
- b. CHEC 401K employee deferral program with a 3% company match
- c. Health insurance coverage after a 90 day probationary period
- d. CHEC workers compensation program
- e. Florida unemployment compensation insurance
- f. Other benefits as may be applicable in CHEC's Personnel Policy Manual