



February 13, 2017

The South Metro Water Supply Authority is seeking a part-time contract education coordinator to lead a K-12 program that educates students in regional water issues & solutions to promote personal responsibility for water conservation.

About the program:

This innovative water education and conservation program serves as a much-needed bridge between the issues impacting water use in Colorado and community empowerment through water conservation. This program focuses on local water issues in the south metro Denver area, where the program is currently operating. The goal of the program is to teach our young generation that water is precious, we must each do our part to use it wisely, and we should support solutions for the future water supply of our community.

Through the program, motivated high school students become Water Ambassadors by participating in training workshops and, ultimately, imparting what they've learned to elementary students. Once a high school student becomes an Ambassador, they lead elementary students in a series of activities including assemblies, classroom presentations, and hands-on water-specific experiments and exercises. Since it began in 2009, the program has educated over 25,000 students and their families in the region and has won national and state awards for excellence in environmental education.

Responsibilities of the Education Coordinator include:

- Schedule, support, and direct activities of 4 Water Ambassador Trainers to conduct training of high school Ambassadors and facilitate elementary school sessions. The Trainers are contracted with SMWSA.
- Promote the program within Douglas County and Cherry Creek School districts, and promote the image and reputation of SMWSA within those entities.
- Introduce program to principals, teachers, and department heads within each high school and elementary school and promote support for the program in each school.
- Implement program in 11-12 high schools and 40-55 elementary schools on an annual basis. Champion the www.southmetrowater.org website and associated resources.
- Recruit high school Ambassadors.
- Coordinate and schedule high school ambassador training sessions.
- Coordinate and schedule classroom sessions and assemblies in elementary schools.
- Purchase and distribute materials (refreshments, t-shirts, handouts, training packets, etc.) as directed by SMWSA staff.
- Develop and provide reports to SMWSA staff as directed including:
 - Weekly updates on program successes, challenges, and plans for improvement.
 - Monthly reports documenting efforts and describing next steps.
 - Periodic updates to school schedule
- Work with SMWSA staff to develop and enhance the program including:
 - Methods of outreach to school, students, and families.
 - Incentives programs for teachers, students, families, and Trainers.
 - Design and collection of meaningful metrics to demonstrate the effectiveness and results of the program.
 - Refinement of curriculum in both high schools and elementary school programs.

The ideal candidate will have the following skills and experience:

Required:

- Project or program management experience that would apply to managing the logistics of scheduling 4 Trainers in approximately 60 schools.
- Capability to develop and maintain strong working relationships. This is important when working with school personnel in 60 schools, ranging from administrative assistants to principals.
- Management experience specifically related to team building, recruitment, training, scheduling, coordination, and support to lead a team of 4 Trainers.
- Flexibility in schedule as time spent can be at all hours (teachers send emails from 5 am to 10 pm, seven days a week and expect a timely response).
- Adaptability and creativity.
- Strong organization and time management skills to execute scope of program efficiently and effectively.
- Analytical background and detail oriented to accurately compile and report results.

Preferred:

- Strong background in education with experience writing curriculum.
- Strong background in communication, marketing and/or sales in order to:
 - Successfully interact with both district and school administration as well as individual teachers.
 - Promote program success within the community.
 - Successfully bridge the communication gap between school presentations and students' families.
- Basic understanding of Colorado water issues.

Please send your resume, including a cover letter describing your management style and interest in water education, to angiebrown@southmetrowater.org. Please provide application by March 3, 2017.