



Environmental Education Coordinator Job Description

Revised 6/5/2024

JOB DUTIES:

- Mentoring and goal based supplies support, as needed.
- Professional development - 4 hours per year for staff
- Serve as the liaison and ensure all EE goals are written, completed and submitted to Osprey Wilds
- Supplies support for entire school
- Paperwork: Reporting to Osprey Wilds and keeping in contact
- Committee Meetings and financial management
- Chairs EE committee- ensures meetings are scheduled, completed and ensures a report is sent to the board.
- Attend Osprey Wilds Professional Development as needed.
- Coordinate all seat based EE activities: roadside clean up, Earth week, aquaponic, solarium, food waste monitoring, composting, upcycling.
- Report to and maintain reports and communications with DNR regarding school forest.
- Report team meeting minutes to the director to be included in board packets.
- Provide a minimum of two presentations to the school board during the year.
- Other assignments as assigned by the school board, director or Osprey Wilds or current authorizer.

COMPENSATION: 2,000.00 (may have co-coordinators, each receiving \$1000)

3 days Professional Development or as approved by director