



## JOB DESCRIPTION

**Job Title:** Walden Project-NY Service Learning Coordinator  
**Department:** Cumming Nature Center  
**Direct Supervisor:** Walden Project-NY Program Designer & Lead Teacher  
**FLSA Status:** Non-Exempt  
**Full-time/Part-time:** Full Time (35 hours per week)  
Seasonal (Sept-Jun)  
**Date Prepared/Revised:** 5/28/2024  
**Pay Rate:** \$18.50

## JOB SUMMARY

The Walden Project-NY Service Learning Coordinator is responsible for providing support for the coordination, implementation, and direction of the Cumming Nature's Center's Walden Project-NY. The primary goal of the program is to engage high school aged youth in a curriculum designed around Henry David Thoreau's book *Walden*. This person collaborates internally with their co-teacher and other CNC staff to strengthen the mission and values of both the Walden Project-NY and the Cumming Nature Center.

The Walden Project Service Learning Coordinator must: be a great communicator and teacher; at ease interacting with individuals and groups; able to organize and facilitate student service learning projects; comfortable with doing all of these in the outdoors. The ideal candidate will have a positive attitude, an unassailable work ethic, and will cheerfully embrace teaching in all weather conditions.

The Walden Project-NY Service Learning Coordinator supports the Lead Teacher in the curriculum goals by actively participating in activities and discussions. This person works with each student individually to plan a series of six-week service learning projects throughout the school year, ensuring that each project aligns with the student's goals as well as the goals of the sponsoring organization. This person also manages the physical location logistics and day-to-day site preparations for The Walden Project campus.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization.

## RMSC CORE VALUES

- Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

## DUTIES (and percentage of time spent)

Service Learning Coordination	50%
Student Instruction	30%
Logistical Support related to Walden Project-NY activities	10%

Maintenance/ Cleaning as related to Walden Project-NY	10%
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- Works with each student individually to plan a series of six-week service learning projects throughout the school year, ensuring that it aligns the student's goals as well as the goals of the sponsoring organization.
- Work closely with Walden Project-NY Program Designer & Lead Teacher to ensure supplies and infrastructure are maintained and prepared for student activities.
- Follow all state, regional and institutional guidelines to ensure that Walden Project-NY ensures a physically and emotionally safe environment for students to learn.
- Plan workshops and lessons to teach relevant skills, like carpentry or trail work.
- Ensure that students have what they need to be successful.
- Meet with students once per week to monitor progress.
- Communicate with organizations regarding service learning placements.
- Regularly visit project sites to check in on students.
- Make sure students adequately document their experiences.
- Read student reflections about projects and provide feedback.
- First Aid as necessary.

### **SUPERVISORY RESPONSIBILITIES**

- Supervise students and manage relationships with partner organizations for service learning projects.
- Manage expectations/adequately prepare students for service learning experiences.
- Oversee temporary team members working with the Walden Project-NY

### **FUNCTIONAL REQUIREMENTS**

Technology, Equipment, Tools:

- Must have a satisfactory driving record, possess a current, legal New York State driver's license and adequate personal automobile insurance.

Mental Activity (language skills, mathematical skills, reasoning ability):

- Ability to write routine reports and correspondence.
- Ability to speak effectively with groups of individuals (internal and/or external).

Physical Activity:

- Walking; Skiing and other outdoor recreation endeavors is a plus.
- While performing the duties of this job, the employee is regularly required to walk; stand; bend; climb; to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; and crouch.
- The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

- While performing the duties of this job, the noise level in the work environment is usually quiet.
- The employee also works in outdoor conditions and in large group settings.
- Ability to travel locally, including occasional overnight travel as job requires.

Skills/Competencies Requirements:

- Wilderness First Aid required upon hiring or soon thereafter.
- Use of paddles on defibrillators
- Experience working with volunteers, teaching, good organizational skills, office and computer experience, solid interpersonal relations skills

### **QUALIFICATIONS**

Education/Experience Requirements:

- 4 year related degree or higher or proven experience
- 2+ years Environmental Education teaching experience

- NOLS, Outward Bound or equivalent a plus