



COOL SCHOOLS COORDINATOR Job Description

Reports to: Education Program Manager
Classification: Full-time permanent; exempt
Supervises: N/A
Salary Scale: Salary is commensurate with experience

The Texas Trees Foundation is currently seeking a Cool Schools Coordinator to support the Foundations STEM based, TEKS's aligned, outdoor learning initiative to support hands-on environmental education making sure that "no child left inside."

Position Description: The Cool Schools Coordinator will facilitate the implementation of the Texas Trees Foundation's Cool School program by providing guidance in creating a Green Team, development of a site plan, and implementation of the plan. The Cool Schools Coordinator will work with area schools effectively and efficiently delivering technical expertise while encouraging the teachers, students and the school administration take ownership and responsibility for their outdoor learning center and long-term maintenance of the site. WE PLAN WE PLANT WE EDUCATE WE CELEBRATE

Organization: Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home.

Responsibilities:

- Facilitate the development and operation of a strong, long-term, independent Green Team
- Provide technical expertise and organizational leadership in the development, use and care of the schools outdoor learning area
- Assist school staff with the implementation of curriculum and education resources
- Support TTF's Marketing/Promotion Manager with public relations efforts related to the school program by coordinating opportunities for photos, video, celebrations, and marketing materials to promote the program
- Coordinates and executes tree plantings with students and volunteers, in elementary, middle and high school settings
- Maintains sound relationships with partners at various Independent School Districts
- Actively collaborates with external stakeholders and partners
- Coordinate with vendors on the installation of outdoor learning areas
- Assists the Education Program Manager with data collection and analysis to evaluate and document program success
- Create a final report for individual school programs for reporting to donors and tracking outcomes.
- Support the creation of a day to celebrate the program
- Direct volunteer activities to support the Cool Schools program

Required Qualifications/Skills:

- Post-secondary education, with an emphasis in environmental sciences (life science, ecology, environmental studies, urban forestry, etc.) and education; formal background or experience in primary education a plus.

- Experience in outdoor education and working with youth preferred
- Must be able to manage multiple activities simultaneously
- Exceptional communication and facilitation skills
- Ability to relate to a diverse range of people and exercise cultural competence and inclusion
- Excellent writing skills required
- Able to live 60#
- Must have a valid driver's license

Work Hours/Compensation:

This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; personal and sick time and a supportive and engaging work environment with opportunities for professional development. Flexible schedule averaging 40 hours per week.

To Apply: Send resume, cover letter and references to Matt Grubisich at matt@texastrees.org by [DATE].

No telephone calls please.