



COOL SCHOOLS COORDINATOR Job Description

<i>Reports to:</i>	Cool Schools Manager
<i>Classification:</i>	Full-time permanent; non-exempt (hourly)
<i>Supervises:</i>	N/A
<i>Salary Scale:</i>	Salary is commensurate with experience

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

Position Description: The Cool Schools Coordinator will be a liaison between the Cool Schools Program and the current school cohort. The coordinator will run Green Team meetings, gather input from faculty and students, and work closely with the Cool Schools Manager to implement and achieve program goals.

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.

Essential Functions:

- Facilitate the development and operation of a strong, long-term, independent Green Team
- Assist school staff with the implementation and usage of education resources that promote outdoor learning
- Support the Marketing Manager with public relations efforts related to the school program by coordinating opportunities for photos, video, celebrations, and marketing materials to promote the program
- Coordinate and execute tree plantings with students and volunteers in elementary, middle, and high school settings
- Assist 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.
- Assist in the creation of a day to celebrate the program
- Coordinate volunteer activities to support the Cool Schools Program
- Organize and conduct monthly Green Team meetings for all of the current cohort schools, either virtually or face to face
- Show a willingness and availability to attend any Texas Trees Foundation and cohort-related event

Required Qualifications/Skills:

- Bachelor's degree or equivalent work experience with an emphasis in environmental sciences, education, or landscape architecture/design
- 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 lift 50 pounds

- Must have a valid driver's license

Preferred Qualifications:

- A background in teaching/curriculum creation OR landscape architecture/design
- Proficiency in Spanish and English
- Experience in outdoor education and working with youth

Work Hours/Compensation:

This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; and a supportive and engaging work environment with opportunities for professional development. May include some evenings and weekend work.

To Apply: Send resume, cover letter and references to Samantha Bradley by August 12, 2020 to samantha@texastrees.org

No telephone calls please.