



Environmental Educator & Operations Associate Job Description

Updated: March 2019

Purpose of Position:

The Environmental Educator/Operations Associate serves as the primary point of contact for the environmental education program. This includes curriculum development and refinement, outreach to education audiences and scheduling of field trips and tours. This role also serves as a support position for the tool lending program.

This position will work with the Program Manager and Executive Director (senior staff) to: cultivate and manage education audiences; provide support to ToolBank volunteer projects; assist Program Manager in facility maintenance; pursue leads for environmental grants. This position reports directly to the Executive Director.

Time Commitment:

This will be a full time, non-exempt position. Schedule will be determined by the Executive Director, but will generally be Monday-Friday during standard business hours. Some Saturday and evening hours will be required with notice.

The Environmental Educator/Operations Associate will be responsible for: *Environmental Education Program*

- ◆ Establish and maintain robust, multi-level environmental education curriculum relevant to on-site sustainability features
- ◆ Perform outreach to education audiences including schools, organizations and businesses to schedule field trips and tours
- ◆ Pursue grant leads relevant to environmental education (note: grant writing is not necessarily a function of this position, but grant research is)
- ◆ Host environmental education field trips and tours with range of audiences and ages
- ◆ Research plants and pollinators found in ToolBank rain gardens to inform environmental education curriculum
- ◆ Maintain stormwater management features in coordination with senior staff
- ◆ Serve as point of contact for all inquiries and appointments for the environmental education program

Warehouse Operations Support

- ◆ Active fulfillment of tool orders, including pulling of tools from shelves and loading as appropriate with partners
- ◆ Preserve ToolBank inventory in keeping with best practices under guidance of Program Manager
- ◆ Maintain effective warehousing logistics for tools and materials, donated items, and any other items going into and out of the warehouse



- ◆ Process tool and material donations and help determine appropriate program distribution
- ◆ Maintain accurate records of agency transactions and evaluative data
- ◆ Provide courteous, prompt service to all volunteers, customers, community partners, and visitors

Administrative Duties

- ◆ Respond to phone call and email messages in timely and appropriate fashion, including confirmation of new orders, communication of order details, and general response to inquiries
- ◆ Convey messages to other staff members in timely and appropriate manner
- ◆ Help answer incoming phone calls in coordination with Program Manager
- ◆ Generate ideas for marketing and social media posting relative to tool lending and environmental education programs

Volunteer Program Duties

- ◆ Work with senior ToolBank staff to generate program-driven volunteer opportunities in the warehouse
- ◆ Manage/co-manage group volunteer projects that meet the needs of both the ToolBank and volunteer groups
- ◆ Maintain prompt follow-up and accurate records of volunteer activity as required

Special Projects

- ◆ Provide leadership and project planning for events relating to the ToolBank warehouse
- ◆ Pursue opportunities to enhance program as designated by Executive Director

Qualified Candidates Will:

- ◆ Possess an Associate's, Bachelor's or Master's degree in a related focus or have equivalent experience
- ◆ Understand and commit to the Baltimore Community ToolBank Mission, Vision and Value Statements
- ◆ Possess *exceptional* written and verbal communication skills
- ◆ Possess basic proficiency in Microsoft Office Suite
- ◆ Be able to lift 40 pounds
- ◆ Have prior work experience
- ◆ Have ability to interact with volunteers, clients, staff and board members in a friendly, courteous and professional manner
- ◆ Participate in ToolBank fundraisers
- ◆ Take part in ToolBank USA committees as relevant
- ◆ Use tool tracking system (LFNT or other), Salesforce, Outlook and other software programs as required
- ◆ Perform other reasonable duties as assigned



- ◆ Undergo a background check and meet standard for working with public school students
- ◆ Will provide three school or job-related references

Special Notes:

- ◆ Mileage reimbursement will be available at the standard government rate for all work-related travel.
- ◆ Candidate must be comfortable working in a non-climate controlled environment up to 25% of working time.

Compensation & Benefits

Salary Range: \$30,000 - \$34,000 - commensurate with experience.

The Baltimore ToolBank offers competitive wages and an excellent benefits package including healthcare, health savings account, paid holidays and sick leave, 401K matching and paid time off accruals.

Application procedure

Interested applicants will compose a cover letter and forward it with their resume to:

Noah Smock, Executive Director

noah.smock@toolbank.org

Use email subject line: Environmental Educator Position