



23998 Corkscrew Road  
Estero, FL 33928  
239/657-2253  
crewtrust@crewtrust.org

**OUR MISSION:** *The CREW Land & Water Trust is dedicated to the preservation and stewardship of the water resources and natural communities in and around the 60,000-acre Corkscrew Regional Ecosystem Watershed (CREW).*

The CREW Land & Water Trust is a 501(c)3 non-profit conservation organization that partners with private businesses and public agencies (including the South Florida Water Management District [SFWMD] and the Florida Fish and Wildlife Conservation Commission [FWC]) to purchase and protect the lands within CREW. CREW Trust's environmental education and public outreach programs for adults and children are the first introduction many in the community have to CREW. Therefore, the Education Coordinator serves a critically important role in our small non-profit.

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## **WHO YOU'LL BE**

The CREW Trust's Education Coordinator is responsible for delivering existing education programs, developing new programs, and coordinating and managing volunteers. The Education Coordinator is responsible for engaging program participants and volunteers, imparting to them an understanding of CREW's natural resources and ecosystem services and cultivating positive attitudes and behavioral changes that help protect CREW and the natural environment of Southwest Florida. This position reports to CREW Trust's Executive Director.

## **HOW YOU'LL STAY BUSY**

- Develop, coordinate and conduct educational programs and activities for pre-K – lifelong learners.
- Coordinate, train and supervise volunteers and interns
- Assist the SFWMD with development and maintenance of public-use areas
- Provide environmental expertise to the community in support of the CREW Trust's mission
- Work with the CREW Project partners including SFWMD & FWC on various projects as needed
- Assist with the planning and hosting of events and fundraisers
- Flexible work schedule will include evenings and weekends as needed
- Complete other appropriate duties as assigned

## **YOUR AVERAGE TO-DO LIST**

Education Programs:

1. Develop, coordinate and implement education programs
  - a. Collier County's 3<sup>rd</sup> grade "Walk Through a Watershed" field trips
  - b. Collier County's 2<sup>nd</sup> grade "Soil ROCKS!" field trips



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- c. College field trips
- d. Homeschool, private and charter school field trips
- e. Community-requested field trips
- f. Coordinate with FGCU's Wings of Hope program

#### Volunteer/Intern Program:

1. Recruit, supervise, train volunteers and develop volunteer retention programs
2. Schedule volunteer activities
3. Identify and coordinate attendance at community outreach events
4. Supervise interns
5. Develop, coordinate and supervise service-learning projects with FGCU students and classes

#### Public Relations:

1. Assist at fundraising events
2. Promote CREW at community outreach events with CREW display and materials
3. Give CREW presentations to communities, organizations as requested

#### Administration:

1. Attend and participate in Board of Trustees and Executive Committee meetings
2. Respond to email and phone call requests for information

### **WHO WE'RE LOOKING FOR**

#### Qualifications of the ideal candidate include:

- Bachelor's degree from an accredited college or university in education, environmental science, or related field and a minimum of 2 years of experience in one of these areas
- A minimum of two years of experience developing volunteer recruitment, training, and retention programs and supervising volunteers
- Florida's driver's license, satisfactory driving record, and proof of insurance
- Must pass drug test and background check. Unannounced routine drug testing will be done throughout employment.

#### Characteristics of the ideal candidate include:

- Knowledge of or the ability to quickly learn the natural communities of Southwest Florida



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- Comfortable outside leading hikes and other outdoor activities in the sometimes hot, wet, and buggy climate of Southwest Florida
- Highly motivated self-starter with an outgoing personality who can relate to and interact with people of all ages
- Ability to work well on a team or independently on projects
- Experience with computer programs utilized at CREW
- Ability to effectively communicate verbally and in writing
- Exceptional organization and time management skills
- Flexibility to adjust schedule as needed

#### **YOUR COMPENSTATION PACKAGE**

- Starting salary - \$34,500/year
- Benefits include compensation for health insurance and paid vacation
- Continued education opportunities

#### **LIKE WHAT YOU SEE? APPLY!**

Email Brenda Brooks at [brenda@crewtrust.org](mailto:brenda@crewtrust.org) for an application (application also on our website). Please visit our website for more information about the CREW Land & Water Trust.

Please submit a completed application, cover letter and resume with three references to [brenda@crewtrust.org](mailto:brenda@crewtrust.org) or mail to:

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An interview is required for this job. This job closes on Wednesday, August 1, 2018 at noon.

The CREW Trust is an equal opportunity employer and employs without regard to race, color, religion, gender, age, national origin or disabilities in compliance with federal and state laws.