

**ALASKA WILDLIFE CONSERVATION CENTER  
JOB DESCRIPTION**

**Title:** Educational Outreach & Volunteer Coordinator

**Reports To:** Director of Education

**FLSA Status:** Non-Exempt

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**Supervises**

Assists with supervising seasonal education interns and volunteers. Will assist in supervising other animal care while they are performing educational duties.

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**General Function**

The Outreach & Volunteer Coordinator will play a significant role in supporting and promoting AWCC's mission of teaching the world to care about and to care for wildlife and the environment. Working closely with the Director of Education and the AWCC management team, the Outreach & Volunteer Coordinator will help promote and improve ongoing outreach programs and identify and develop new educational opportunities.

The Outreach & Volunteer Coordinator will also serve as developer and coordinator for public programs and volunteers. This position will work with adult and teen volunteer programs, special events, classes/camps and as supports all other education department programs and activities that may be developed in the future. This person is responsible for ensuring that the guests and volunteers participating are engaged with activities that will educate and inspire. Working in collaboration with the animal care staff and education departments, this position is responsible for all operations of the volunteer programs including recruiting, training and planning a docent program, design and training of new program opportunities, scheduling, and maintaining records of each of these programs.

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**Major Activities (Typical Duties/Responsibilities)**

- Ensures and helps to create a productive, fun and positive work environment.
- Sustain a strong commitment to teamwork and communication at AWCC.
- Develops, promotes, schedules, and presents on-site and off-site outreach programs and events for various age groups. These programs are interactive and may include wild and domestic animals.
- Foster connections with wildlife and the natural world around us while highlighting the work of AWCC. Help to expand the center's programs to reach additional non-school audiences (Scouting groups and overnight excursions) and to increase use of technology to deliver information.
- Must be comfortable working in and around large stock animals. Assists in helping the animal care staff with husbandry care for all animals as needed.
- Assist in training AWCC animal staff, seasonal education interns and volunteers to teach all AWCC educational programs.
- Demonstrates knowledge of health, care, behavior and handling of animals at AWCC.

- Work in Collaboration with management team to create and implement exciting and educational animal programs and revenue opportunities.
  - Assist in development of STEM based animal educational programs to increase revenue flow.
  - Establish and maintain professional relationships with educational institutions. Create new relationships with UAA, UAF, and APU.
  - Collaborate in the design and implementation of education based public education and volunteer programs, including but not limited to; docent program, adult and teen volunteers, camps, outreach and keeper for a day.
  - Oversee daily operations of education based public education and volunteer programs.
  - Utilize operant conditioning to train assigned education animals.
  - Recruit new volunteers from the community, screen volunteer applications, interview applicants, train and schedule new volunteers and maintain records for all programs.
  - Serve as main point of contact for volunteer inquiries.
  - Strong public speaking skills with a willingness to teach and promote AWCC and its programs at schools, community groups and media agencies (as directed) in order to promote programs
  - Coordinate with PR and Marketing department to manage web content and advertise education programs.
  - Leads and assists with all AWCC events and enrichment workshops. Helps create additional events and revenue streams for AWCC.
  - Performs other duties as assigned.
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### **Skills/Abilities**

- Ability to plan, conceptualize, organize, motivate and direct others in a team environment in the achievement of the AWCC's goals and objectives.
  - Experience using Microsoft Office including excel, word, outlook, publisher.
  - Solid communication skills, both written and oral.
  - Positive work attitude that promotes teamwork.
  - Must be able to work outdoors in extreme wind, temperature, rain and winter conditions.
  - Must be able to lead tours for guests of all ages.
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### **Minimum Requirements/Experience**

- BA or BS in Education or equivalent work experience.
- Must have Valid Alaska Driver's license with an acceptable driving record.
- Must be able to pass a background check.
- Must work a flexible schedule including nights, weekends, and holidays.

DATE: \_\_\_\_\_ EMPLOYEE PRINTED NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_