

Jack London State Historic Park

Position: BILINGUAL PROGRAM COORDINATOR AND ASSISTANT EDUCATOR

POSITION SUMMARY:

Reporting to the Director of Program and Volunteer Management, the Bilingual Community Program Coordinator (Spanish/English) and Assistant Educator is responsible for outreach to the Latino community and organizations and for planning and conducting Spanish language community events. The bilingual educator will also assist the Education Manager with the implementation of school programs during the fall and spring field trip seasons.

ESSENTIAL RESPONSIBILITIES: Outreach to Latino organizations and creating Spanish language programming.

Outreach:

- Develop a comprehensive list of organizations that support the Latino community.
- Conduct forums of organization representatives to guide planning and development of events and programs.
- Provide presentations promoting the park to these organizations.
- Conduct in-person or telephone appointments to promote the park as a venue for individual organization's events and/or programming.
- Collaborate with organizations to assist in event planning.
- Monitor events.

Bilingual Community Event Coordination:

- Responsible for managing all aspects of Latino community events including conception, calendaring, and implementation and collaborating with Volunteer Manager to arrange for volunteer assistance, logistical support, execution and evaluation.
- Prepare an annual calendar of Latino community events and programs that focus on experiential learning, social gatherings and outdoor recreation; events that reflect the park's brand identity and creatively interpret the lives of the London's.
- Collaborate event scheduling with Community Engagement Coordinator
- Handle all inquiries for information regarding Latino events and programming.
- Manage the process for Latino event and program reservations and inform staff and volunteers of special needs including sending confirmations and ensuring payment.
- Conduct programs as needed.
- Monitor program outcomes and evaluate effectiveness.
- Create and update web pages for events and programs.

School Programs Educator:

- Support the Education Manager in delivering school tours and standards-based programming during the field trip seasons (spring and fall).

- Help with set-up and break-down of daily programs
- Assist with coordination between office and school personnel
- Assist with development of teaching aids and other program materials
- Administrative tasks related to the education programs
- Be able and willing to work outside in a natural environment and in all kinds of weather.
- Be able to work with students of all ages (K-12)

General:

- Provide information to visitors and represent Jack London Park in a friendly, positive, and professional manner.
- Interact with and provide training and assistance for volunteers in a positive, friendly, and professional manner.
- Complete time sheets accurately and submit in a timely manner.
- Assist with special events as needed.

Budget Development:

- Organize annual Latino event and program work plan with supporting cash flow of revenue and expenses.
- Complete expense reports in an accurate and timely manner.

Qualifications:

- 3-5 years' experience in customer service orientation with special preference to event coordination and management.
- 3-5 years' experience teaching in outdoor education or other related field.
- Become knowledgeable about park operations, history, trails, and programs.
- Flexible, available to work weekends and holidays.
- Successfully completes criminal background check.
- Must have a vehicle and valid driver's license.

Skills and abilities:

- Must be bilingual Spanish/English
- Have excellent group management skills and work well in busy environments with multiple distractions present.
- Have basic first aid training or be willing to attend training.
- Possess a basic understanding of ecology and local natural history.
- Exceptional visitor service orientation.
- Outstanding written and verbal communication skills.
- Detail oriented with excellent tracking and follow-up skills.
- Able to organize and prioritize workload to handle a variety of projects with overlapping deadlines.
- Able to self-manage in a responsible manner.

- Working knowledge of Microsoft Office software: Word, Excel, PowerPoint and some website management experience.

Personal Characteristics:

- Energetic, flexible, positive attitude.
- Team player who contributes to collaborative work environment.
- Honest, reliable, exercises good judgment.
- Passionate about parks and interpretation of Jack London's legacy and the natural environment.
- Accepts job assignments and additional duties willingly.
- Takes responsibility for performance.
- Retains sense of humor under pressure.

Send resume' to Susan St.Marie sstmarie@jacklondonpark.com