

TuCARE'S EDUCATION COORDINATOR, INDEPENDENT CONTRACTOR

\$10,800 annual cap (\$900 paid monthly for 12 months)

Workplace: Tuolumne County, CA (95%) Surrounding Counties (5%)

Approximately 10 hours per week, 10-11 months per year. Mostly Monday through Friday school hours: Hours vary. (Some evenings & Saturdays may be occasionally required). This is not a benefited position.

JOB DESCRIPTION

Under direction of the Executive Director, Contractor agrees to perform the services of Education Coordinator for Tuolumne County Alliance for Resources and Environment (herein after referred to as TuCARE) for the purpose of achieving the goals of our mission statement.

DISTINGUISHING CHARACTERISTICS

- Enthusiastic about the importance of natural resource use and the mission of TuCARE.
- Self-motivated; good planning and organizational skills.
- Able to relate well with students and teachers from preschool through High School.
- Proficient in database, word processing, and presentation software. Able to use social media platforms.

MINIMUM QUALIFICATIONS

Knowledge of:

- Age-appropriate education and Natural Resources in Tuolumne County (*or willingness to learn*).

Ability to:

- Organize/schedule/facilitate 25-30 field trips each school year and 10-15 classroom presentations.
- Communicate with teachers, hosts at field trip sites, and other resources persons.
- Attend and participate in all field trips.
- Assistance with the Annual Dinner and Auction (February-March) and the Natural Resources Fall event.
- Attendance at monthly Board of Director's Meetings (1st Tuesday evening of each month).

Education and Experience:

Any combination of education, experience and/or training that would provide the required knowledge, skills and abilities is qualifying:

- **Education:** High School Diploma or GED; some college; AA/AS
- **Experience:** Experience with children ages 5-18; coordinating events; time management; communications

Special Requirements:

- Must relate well to youth; be able to work out of doors; and be organized and timely.
- A possess a valid California Driver's License.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to walk, hike, stand and sit for periods of time.

TYPICAL WORKING CONDITIONS:

The majority of the physical work is performed outdoors. There is some office work and scheduling.

Applications are accepted online and by mail:

tucare@mlode.com

TuCARE P. O. Box 3483 Sonora CA 95370

Applications will be reviewed by a screening committee which will select candidates to be interviewed. Applicants selected for interview will be notified by email or phone. The final appointment is subject to confirmation by the Board of Directors. Fingerprinting is required.

Close Date Until filled

Required Documents

1. Resume / Curriculum Vitae
2. Cover Letter
3. Letters of Reference (3)