



WisCorps, Inc.
789 Myrick Park Drive
La Crosse, WI 54601

Now Hiring Headquarters Staff!

Position Title:	Neighborhood Environmental Education Project (NEEP) Coordinator
Location:	La Crosse, WI
Department:	Myrick Park Center
Status:	Full-Time, temporary with possibility to continue as permanent position
Position End Date:	Grant funded through August 2023
Salary Range:	\$35,000-\$40,000 per year
Benefits:	Competitive pay, health, dental, 401 (k), six weeks of paid time off annually, seven paid holidays, parental leave
To Apply:	Send cover letter, resume, and three references (name, job title, contact info) to Cindy Blobaum at cindy.blobaum@wiscorps.org by November 13

About WisCorps

WisCorps is a 501(c)3 organization headquartered in La Crosse, WI. Our two core programs include the Conservation Corps and the Myrick Park Center. We carry out conservation projects throughout the state of Wisconsin and provide environmental education programs for children, adults, and families in the La Crosse community. Our building, the Myrick Park Center, is used as a wedding venue, and as a meeting space for a variety of community organizations.

Our mission is to develop leadership, self-confidence, and a strong work ethic in youth and young adults through the active stewardship of Wisconsin's communities and natural resources.

Our Commitment to Justice, Equity, Diversity, and Inclusion

We expect members of our staff to be leaders in justice, equity, diversity, and inclusion leaders within the organization and in our community. Staff is expected to continually create and support a culture of justice, equity, diversity, and inclusion in all WisCorps programs. Staff should seek to remove barriers to participation and create a safe and welcoming environment for all individuals, especially those who have been traditionally marginalized in the environmental field. This includes, but is not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with a disability. Staff lead with an anti-racist mindset, and continually evaluate policies and procedures, and identify and refine, or remove those that do not support justice, equity, diversity, and inclusion.

Position Overview

The Neighborhood Environmental Education Project (NEEP) Coordinator position is a temporary, full-time position based out of the Myrick Park Center (MPC), the headquarters of WisCorps in La Crosse, WI. This position is 40 hours/week with additional hours as needed. Some evening & weekend hours are required. This position is grant funded through August 2023 with the possibility to continue as a permanent position after August 2023.

The NEEP Coordinator reports to the Environmental Education Manager and will work collaboratively with the Environmental Education Program Manager and the Myrick Park Center Director to develop an effective program design to adapt the NEEP model for school programming in La Crosse. The NEEP model was developed by the Urban Ecology Center (UEC) in Milwaukee and the NEEP Coordinator will consult with staff at the UEC as we develop a NEEP program, tailored to the La Crosse community.

This position is responsible for designing this new program to be piloted in the 2023-2024 school year. The intention is to transition field trips to the Myrick Park Center to this new program delivery model that has consistently demonstrated outcomes of boosted academic performance and deepened student learning. NEEP is aligned with the nationally recognized Next Generation Science Standards (NGSS) and provides hands-on experiments and outdoor learning designed to enrich teachers' classroom curricula - supporting mutual goals of creating access for children to explore and be mentored in the natural world. When implemented in 2023, the NEEP Program will be taught by WisCorps' Environmental Educators, serving in the AmeriCorps program.

Duties and Responsibilities

Program Design

- In conjunction with the Myrick Park Center Director and the Environmental Education Program Manager, develop and implement a strategy and timeline for planning and pilot program implementation
- Determine classroom space needs, estimate costs, calculate numbers of student visits to reach programmatic and revenue targets
- Develop NEEP curriculum support programs based on school district needs, by adapting current programs and developing new ones if necessary
- Develop innovative and engaging educational programs on a wide variety of natural and physical science topics, with a focus on our local region
- Ensure programs are age/grade appropriate and in alignment with state and national science and environmental education standards
- Develop a transportation/busing plan and create safety/operating procedures
- Develop pilot program budget
- Identify potential sources of external funding to meet revenue targets
- Develop a plan for program logistics including pre- program planning, registrations, set up, and breakdown
- Ensure that all materials and EE equipment are in stock, sustainable, relevant and ready for pilot program implementation in fall 2023
- Work with the Administrative Department to develop a plan for invoicing, program payments, and program administrative needs associated with pilot
- Organize and maintain accurate records
- Make all preparations necessary for a successful NEEP pilot program launch in September 2023

School District & Teacher Relationship Building

- In conjunction with the MPC Director and the Environmental Education Program Manager, engage with the local school districts to learn how to best support their needs through this new program delivery model
- Create and distribute a survey for school district personnel to further identify curriculum support needs. Compile and utilize survey results to inform curriculum design
- Identify 2-3 schools to pilot the NEEP program delivery model and work with them in preparation for 2023-2024 implementation, including orientation to teachers and scheduling of programs

AmeriCorps Member Program Support

- Determine the number of AmeriCorps NEEP Program Educators needed for implementation
- Create a position description for AmeriCorps NEEP Program Educators
- Develop a timeline and plan for recruiting, enrolling, and training AmeriCorps NEEP Program Educators
- Connect with WisCorps' staff and Serve WI AmeriCorps to learn how to run a successful and compliant program
- Attend America's Service Commissions conference to engage in deeper learning about how to implement a compliant program

Marketing & Recruitment

- Work with the WisCorps Director of Marketing to create a recruitment plan and a position description for NEEP AmeriCorps members which will target college students, retired teachers, and professors using press releases, social media, college fairs, alumni newsletters, etc.
- Work with Marketing to develop branding and marketing materials for the NEEP program

Evaluation

- Design evaluation/data collection tools to assess program impacts on students, teachers, and AmeriCorps members
- Design feedback loops that inform and improve participant experience, programs, and program delivery

Other

- Work with the WisCorps Director of Development to write an AmeriCorps grant to fund the implementation of the NEEP pilot program for the 2023-2024 school year
- Shadow NEEP staff at the Urban Ecology Center in Milwaukee
- Support current Environmental Education programming as needed

Skills and Qualifications

Experience and Education

- Minimum of a BA/BSci in Education, Environmental Studies, Biology, Recreation Management or other related field required
- Formal and/or informal teaching experience required
- Leadership experience required
- Experience in project management or program development preferred
- A solid background in science education experience preferred
- Teaching experience in pre-K to middle school education preferred
- Experience with NGSS and STEAM curriculum design and evaluation preferred
- Computer skills; Microsoft Office, Google Apps/Drive, and database experience preferred

Skills and Abilities

- Growth-minded/entrepreneurial spirit to drive program expansion
- Strong organizational skills, sharp attention to detail, and commitment to producing quality results
- Strong self-initiative and self-management
- Excellent communication skills, actively seeks to close communication loops, and aptitude for understanding when and how to provide effective communication in a professional manner
- Demonstrated ability to build professional and community relationships
- Comfortable or willing to learn to handle live animals including amphibians, reptiles, small mammals, birds and invertebrates
- Ability to work a flexible schedule of business hours plus weekends and evenings as needed
- Good driving record and a valid driver's license
- Believes in the WisCorps mission and willing to adhere to WisCorps policies and procedures

WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state, and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability, and need to access information in an alternative format, or need it translated into another language, please contact us at 608-782-2494, by email at staff@wiscorps.org or Wisconsin Relay 711.