



Long Live the Kings!

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AUGUST 15, 2023

ROLE OF EDUCATION DIRECTOR FOR KINGS RIVER CONSERVANCY

If interested, please submit resume and letter explaining qualifications to kingsriverconservancy@gmail.com by August 31, 2023

Kings River Conservancy is a non-profit organization whose mission it is to conserve the Kings River and its environs from Pine Flat Dam to Hwy 99, to enhance access for all to safely enjoy the Kings River, and to educate the students and the public of the Kings River area in the natural world, humans' interaction with the Kings River past and present, and all the benefits of outdoor activity.

Like all professional consultants to the Kings River Conservancy, the Education Director is expected to project the organization's philosophy of care and concern for the environment and all users of the Kings River Conservancy access areas when interacting with the public and KRC volunteers. Under the direction of the Board of Directors, the Education Director, reporting to the Executive Director, plans, coordinates and manages Kings River Conservancy's educational programs including day to day operations, as well as grant development and administration. The role of the KRC Education Director will be able to grow with the program and develop activities to realize the Conservancy's education mission. This independent contracting role is budgeted for up to 20 hours per week, for a maximum monthly allocation of up to \$2500 per month. The role often demands more or less time in any given period. Time should be flexed to even out billing. An IRS 1099 form will be supplied at year end. There are no human resource benefits available to this independent role. Expenses should be approved in advance and submitted to the Executive Director.

- Duties include:
 - Developing and nurturing relationships with local schools, districts, homeschools, and youth organizations to recruit participants in various education activities, usually during school hours.
 - Communicating and collaborating with teachers and youth leaders.
 - Overseeing, organizing, facilitating field trips.
 - Training new volunteers and docents, scheduling docents as needed for field trips and activities.
 - Attending board meetings and education committee meetings
 - Identifying trends and needs in education and design of programmatic responses including preparation of program descriptions and narratives for grant applications.



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- Participation in grant proposal planning, preparation, tracking and compliance with reporting requirements, as well as overseeing grant projects in education and possible employees.
- Managing grant budgets. Communicating and coordinating with the KRC treasurer.
- Ensuring that education activities have necessary supplies and equipment.
- Collaborating with the KRC board members and other KRC consultants to facilitate projects such as:
 - “Get Curious on the Kings” (aka GCK, community education events)
 - The Big Fresno Fair booth, and other avenues for promoting education activities
 - “Kings River Quest” (a fun team competition with a river focus)
 - “Moonlight over the River” (present a quick update at annual fundraising dinner)
 - “Spring Fling on the Kings” (plan children’s table or project or games at annual event)
- Participate in conceiving and organizing other education activities