



COORDINATOR OF OUTDOOR LEARNING & STEM POSITION DESCRIPTION

Position Title: Coordinator of Outdoor Learning & STEM
Status: Part-time, non-exempt, approximately 15-20 hours per week
Reports to: Principal

PRIMARY FUNCTION OF THIS POSITION:

The Coordinator of Outdoor Learning and STEM creates and executes age-appropriate lessons for students in Kindergarten through 5th Grade that include projects in animal and garden management and STEM challenges guided by the Engineering Design Process. These lessons and projects provide an essential foundation in observation and exploration that enhances the overall science curriculum.

CREDENTIALS & EXPERIENCE:

1. The ideal candidate is a practicing Catholic, committed to supporting and advancing the mission of Catholic education and able to incorporate a Catholic worldview in his or her teaching.
2. Completion of the Archdiocese of Cincinnati's Safe Environment Program is required.
3. Bachelor's degree in a relevant field such as life, physical, or Earth sciences, agricultural studies, or STEM related field strongly preferred.
4. Experience in teaching, particularly in a classroom setting, with strong classroom management skills.
5. Demonstrated leadership experience, including managing volunteers.
6. Ability to work collaboratively with administration, homeroom teachers, and other personnel in the school.
7. Availability to work summer months, evenings and weekends as necessary for animal and garden care.
8. Knowledge of, and experience in, animal care (particularly chickens and rabbits), composting, and garden management.
9. Strong organizational and problem-solving skills along with flexibility and creativity.
10. Willingness to grow professionally and to grow in knowledge of current trends and best practices in nature studies, agricultural studies, slow foods, and STEM.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Collaborate with teachers to extend and enhance the science curriculum through cross-curricular lessons and projects that provide an essential foundation in observation and exploration.
2. Create and execute weekly 30-60 minute lessons that allow K-5 students to experience the wonder and majesty of God's creation through outdoor learning in plant care and animal care.
3. Provide students with the opportunity to grow and harvest produce, learn traditional cooking skills, and share the fruits of their labors with the less fortunate.
4. Incorporate the Engineering Design Process in teaching and learning.
5. Oversee the development of STEM challenges across grades K-5, including Legos, Magnetic Tiles, Fort Boards, Brainflakes, and Rig-a-majigs.
6. Manage the oversight of the program's animals and gardens and coordinate volunteer assistance for upkeep and maintenance as needed.
7. Manage the budget for outdoor curriculum and STEM.

PHYSICAL/MENTAL REQUIREMENTS:

1. Ability to stand, sit, bend, walk for extended periods (including traversing stairs) and other physical activity required in caring for outdoor animals (such as cleaning chicken coops) and gardening (such as kneeling and weeding);
2. Ability to effectively communicate both verbally and in writing with various constituencies;
3. Ability to use a personal computer, telephone and other office equipment.

Employees of St. Gertrude Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Gertrude Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Note: This job description is intended to provide a general overview of the responsibilities, skills, and qualifications required for the Coordinator of Outdoor Learning & STEM role. It is not exhaustive and may be subject to change based on organizational needs and priorities.

ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date