



MOHONK PRESERVE
P.O. Box 715
New Paltz, NY 12561-0715
Visitor Center 845-255-0919
Daniel Smiley Research Center
www.mohonkpreserve.org

JOB DESCRIPTION

COMMUNITY PROGRAMS COORDINATOR

Job Classification: Regular

FLSA Status: Exempt

Time: Full-time – 100%

Reports to: Associate Director of Community Education

Responsibilities: The Community Programs Coordinator position administers education programs dedicated to fostering community understanding, appreciation, and protection of the environment. This position promotes conservation and scientific literacy through immersive educational initiatives, including public, youth, outreach, and school group field study programming. The responsibilities of this position will evolve as the needs of the Preserve evolve.

Job Duties:

The Community Programs Coordinator is responsible for overseeing and actively participating in the following duties:

Public Programs – 60%

- Develop and coordinate all public programming including teaching, scheduling, securing presenters, volunteers, appropriate spaces, and serving as the primary Public Program contact.
- Actively participate in programs to ensure quality program delivery and overall experience; setup and cleanup; registration; ensure all program-related services are provided on time and at the highest quality; ensure Preserve policies are followed and enforced; respond to questions and address logistical needs.
- Collect and analyze feedback from participants to assess the effectiveness and impact of offered programs. Use insights to make refinements and improvements.

Field Study Programs - 15%

- Teach on-land field study programs for school groups focused on local habitats, flora, and fauna, in rotation with other Community Education staff.
- Collaborate on the creation and development of lesson plans, ensuring consistency and quality in program delivery.
- Organize and inventory program supplies; evaluate quality and prioritize supply needs; keep program materials clean and in useable order; fix materials in poor condition; recommend purchases.

Youth Programs – 10%

- Serve as the primary coordinator for execution of current and future youth programs, including summer camp.
- Serve as the administrative lead and primary liaison with the Ulster County Department of Health to ensure programmatic adherence to stated regulations and standards.

- Implement and oversee safety protocols, permissions, and accommodations for all programs/participants. Respond to questions and address logistical needs to ensure smooth operations. Confirm program logistics with all necessary parties and have set contingency plans, if applicable.
- Teach youth programs in rotation with other Community Education staff.

Community Education Relations & Outreach – 5%

- Teach outreach programs in rotation with other Community Education staff.
- Collaborate on the creation and development of outreach content, ensuring consistency and quality in program delivery.
- Seek and build relationships with schools, teachers, and community partners to support and grow the work of the department.
- Maintain partnerships with the New Paltz Youth Center and New Paltz High School Outdoor Club, coordinating pro bono access while offering ideas and support for self-guided visits.
- Attend and table at community events (such as festivals, farmers markets, STEM events, etc.).
- Represent the organization at meetings, conferences, and events as needed.
- Work with the Preserve's Marketing & Communications Department to advertise and promote youth and public programs through Mohonk Preserve's website, newsletters, social media, press releases, and any other relevant media forms. Monitor registration of both program areas to determine the need for strategic promotional marketing pushes to boost enrollment/attendance.

Administration & Team Collaboration – 10%

- Participate in annual budget forecasting and tracking in coordination with the Director of Conservation and Community Education.
- Monitor and manage Community Education's programmatic/participant data in the organization's Customer Relationship Management (CRM) system.
- Maintain accurate records, contribute program statistics and highlights to demonstrate departmental reach and impact; provide content for quarterly and annual program updates and reports.
- Engage in strategic planning for both the department and the organization.
- Engage in cross-departmental collaboration to foster communication and trust, and to drive shared goals and outcomes.
- Collaborate interdepartmentally to align Community Education initiatives with broader Preserve activities and operations.
- Assist with volunteer orientation and training, and provide any necessary feedback for their success.

Perform other duties as assigned by the Associate Director of Community Education to support the department.

Qualifications

- Bachelor's degree in Environmental Education, Outdoor Education, Natural Sciences or related field, OR equivalent combination of education and experience.
- Three years of experience teaching about or interpreting the natural world.
- Self-starter with ability to coordinate and implement programs (from concept to implementation) and manage multiple priorities to meet deadlines.
- Excellent public speaking, presentation, written and interpersonal communication skills (including email etiquette).
- Ability to work effectively both independently and as part of a team, fostering a collaborative and

inclusive work environment.

- Capacity to work easily and effectively with a wide range of people, build relationships, be diplomatic and exhibit sensitivity to and understanding of the dynamics of a complex organization.
- Experience working in partnership with educational institutions or community organizations.
- Experience working with youth, volunteers, and adults.
- Able to hold both high level vision of programming and give attention to detail, demonstrating strong organizational skills.
- Proficiency using a variety of technological systems including Microsoft Office 365 applications, Customer Relationship Management (CRM) systems or database experience, Summer Camp registration systems, remote work platforms (Teams, Zoom), and project management tools.
- Ability to traverse and navigate back-country, off-trail land conditions of varying, sometimes rugged, mountain terrain while carrying 20 lbs. of equipment for extended periods.
- Commitment to ensuring that all people are respected and welcomed at the Mohonk Preserve.
- Willingness to work occasional irregular hours, including some weekends, evenings and/or holidays.
- Bonus If:
 - Bi-lingual.
 - Experience working with non-profit and/or environmental organizations.
 - Experience working at summer camp.
 - Knowledge base of the natural and cultural history of the region.
 - Experience overseeing interns and volunteers.

Equal Opportunity Employer:

Mohonk Preserve is an equal employment opportunity employer dedicated to creating a culture where employees from various backgrounds can thrive and support our mission. Mohonk Preserve encourages applications from women, minorities and/or other underrepresented groups. We provide reasonable accommodations to individuals who require them based on disability, pregnancy, childbirth and related medical conditions, and religion. Accommodations are meant to enable employees to perform the essential functions of their positions without imposing an undue hardship on our operations. If you require an accommodation, please contact human resources.

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