



AmeriCorps VISTA Position



Open Space Education and Outreach VISTA Job Description City of Flagstaff Sustainability Program

The Open Space Education and Outreach VISTA will work towards providing equitable and accessible STEM programming for all sectors of the community, especially underserved populations. Much of the VISTA's work will include managing STEM education efforts by designing and implementing outdoor education opportunities, coordinating STEM-related classroom presentations, and developing online educational material. The VISTA will also work to engage the public through representation at annual events, social media, the program newsletter, and the coordination of volunteers.

Application deadline: Monday, April 13th, 2020 (close of business)

RESPONSIBILITIES AND EXAMPLES OF WORK

Education and Curriculum Development:

The Open Space VISTA will work with partner organizations to develop and coordinate programming that educates indigenous youth on STEM-related topics and career paths to share with students inspiration for pursuing STEM-related paths.

- Manage the Indigenous Youth STEM Academy (IYSA), which involves coordinating educational seminars, creating partnerships with Indigenous STEM professionals, and increasing access to STEM education for indigenous students.
- VISTA will partner with Arizona Watchable Wildlife Experience partners to create educational material that better encompasses diverse audiences.
- Prepare scientific related activities/curriculum for Scientist in the Classroom.
- Create online educational material for teachers.

Volunteer Management:

The Open Space VISTA will work with the Flagstaff Open Space Stewards volunteer program to carry out open space monitoring, site presence, and small maintenance projects.

- Coordinate and manage the Flagstaff Open Space Stewards.
- Schedule and manage volunteer projects, continuing education events, and outreach opportunities throughout the year.
- Develop workshops to be delivered during volunteer trainings.
- Create outreach tools and materials that can be utilized by volunteers specifically related to open space.

Fundraising:

The Open Space VISTA will research and apply to relevant grants that expand education programming and on-site education at open space properties.

- Develop fundraising strategies designed to build sustainability of the educational and outreach section of Flagstaff Open Space.

Outreach:

The Open Space VISTA will provide outreach to help the community become more familiar with open space opportunities and the health benefits of outdoor opportunities.

- Develop and implement targeted marketing and outreach materials for Flagstaff Open Space and measure the effectiveness of current marketing efforts to reach low-income youth and families.
- Conduct talks for partners and groups to expand reach to diverse factions within the community.
- Market AWWE events to specific groups, including underserved populations and school groups, to enhance participation and interest.
- Prepare articles for program newsletter to increase knowledge, interest, and participation.
- Build social media campaigns that encourage familiarity and use of City open spaces.

Program Evaluation:

The Open Space VISTA will assess the effectiveness of education and outreach efforts related to the Open Space Program.

- Map the participation and diversity of existing educational programming.
- Provide recommendations for improving participation among underrepresented groups.
- Assess the current state of data collection measures to improve the Program's data collection for long-term monitoring and reporting.
- Evaluate the success of the Stewards program by maintaining a database that tracks data on visitor contacts, recreational trends, use trends, project completion, and safety concerns.

Qualifications: Applicants must have a background in environmental sciences/ studies, natural sciences, education, public recreation, or related fields; enjoy working with the public, and demonstrate effective written and oral communication skills. Applicants must be able to work independently, meet deadlines, and follow written and verbal instructions. Experience with website and graphic design is preferred.

Requirements: One year of experience in resource conservation or outreach practices. One year project coordination experience. One year supervisory or volunteer management experience. This AmeriCorps VISTA position has standard work hours, although some evening and weekend work will be required. The position is a one-year term position and requires a time commitment of 35 hours per week.