



**Friends of Warner Parks**  
**50 Vaughn Road**  
**Nashville, TN 37221**  
**(615) 370-8053**  
[www.warnerparks.org](http://www.warnerparks.org)

## **Job Description: Urban Nature Program Coordinator**

**Summary of Position:** The Urban Nature Program Coordinator leads and coordinates the Urban Nature Program at Warner Parks. This position is responsible for managing the Urban Nature Program (UNP), which provides high quality outdoor and environmental education (EE) experiences and programming for urban youth through Metro Parks Community Centers, local public schools, the Warner Park Nature Center, and local neighborhoods and community organizations.

**UNP Mission Statement:** To provide resources and programs for Nashville's urban youth, inspiring an appreciation for the natural environment, a connection to the outdoors, and an awareness of nature in their local communities.

### **Responsibilities:**

- Develop, implement and evaluate outdoor and environmental education activities for urban youth
  - Provide EE experiences at Metro Parks community centers through monthly after-school meetings of Nature Detectives clubs
  - Coordinate and lead special programs, trips, or events for community center youth during school breaks (spring, fall, winter)
  - Maintain existing and foster additional strong relationships with community center staff
  - Develop and lead EE-focused in-service training sessions for community center staff
  - Develop partnerships with local schools/community organizations serving Nashville's urban youth to expand program reach
- Manage all aspects of the UNP including scheduling, communication, marketing, and coordinating activities and program supplies
  - Maintain regular, consistent communication with community center staff regarding logistics, such as scheduling, staffing, use of space, transportation, etc.
  - Manage UNP program supply budget; maintain, inventory, and purchase equipment and supplies as needed
  - Supervise seasonal intern(s)
  - Build upon UNP evaluation research; publish and/or present research results
  - Increase exposure of Warner Parks as a supporter of urban environmental education and outreach in the greater Nashville community
  - Support marketing team and WPNC staff on website and communication tools (blogs, posts, articles)
  - Work with development team to assist with raising funds to support UNP

- Manage and facilitate PEN Pals day camps and seasonal outings/events
  - Coordinate all aspects of summer PEN Pals day camp experiences in Warner Parks, facilitating outdoor experiences such as hiking, kayaking, wildlife observation, arts and crafts, outdoor skills, creek exploration, etc.
  - Assist with training and management of seasonal staff and volunteers to plan, lead, and assist with PEN Pals day camps
  - Manage day camp logistics by communicating with community centers staff and campers, providing pre-camp center visits, overseeing transportation schedules, planning and providing snack and meals, and ensuring safe, positive experiences for all
  - Work closely with community center staff to plan seasonal programs in Warner Parks such as fall campfires and night hikes
  - Expand PEN Pals program by offering alternatives to traditional day camps, such as teen adventure camp
- Perform other duties as assigned to support the mission and operations of Friends of Warner Parks
- Perform other duties as assigned to support the mission and operations of Warner Park Nature Center

**Qualifications and performance standards:**

- Minimum B.A. in Environmental or Outdoor Education/Recreation or related field
- Two years of experience developing and implementing environmental/outdoor education programming
- General knowledge of Middle TN Natural History
- Exceptional organizational and written and verbal communication skills, as well as the ability to multitask, meet deadlines, and achieve results in a team environment
- Experience in volunteer management and working with the public
- Ability to collect data, keep accurate records, and write reports
- Demonstrated ability to work independently, with minimal day-to-day supervision, and as a member of a small, supportive team
- Ability to work in a variety of settings, including a shared office environment and outdoors in extreme weather

This position is full-time with bi-monthly salary payments commensurate with experience. Interested persons should send a resume and cover letter explaining their qualifications to Jane Avinger: [javinger@warnerparks.org](mailto:javinger@warnerparks.org).