

Outdoor Forestry Education Specialist Position Description LEAF-- The Wisconsin K-12 Forestry Education Program

Working Title: Outdoor Forestry Education Specialist; **Position Official Title:** Outreach Specialist

Goals of the Position: As a staff member of LEAF, Wisconsin's K-12 Forestry Education Program, and the Wisconsin Center for Environmental Education (WCEE) this position will provide assistance to school districts and other forestry education stakeholders in the development and utilization of their school forests and other outdoor education sites. This position will work closely with other LEAF staff members in providing professional development for teachers, non-formal educators, landowners, and foresters. The position will continue to advance the LEAF and School Forest Program's excellence in K-12 forestry education. The position will serve as an integral member of LEAF and the WCEE.

Responsibilities:

I. Facilitate the development and operation of effective school forest programs

- Assist schools in developing and reviewing school forest education plans through workshops, consultation, site visits, and email and phone discussions.
- Deliver statewide and local professional development training in outdoor environmental education methods, materials, and activities.
- Provide opportunities for and deliver training in programs such as LEAF, Project Learning Tree, Project Wild, Project Wet, etc.
- Serve as a consultant with K-12 schools on how best to integrate forestry concepts into their curriculum. Help to identify and break down barriers to forestry education in K-12 schools.
- Visit school forests/outdoor classrooms to offer assistance with program development and planning.
- Assist schools in identifying and developing grant requests and other funding opportunities.
- Work as a team member of LEAF to identify, develop, and deliver curriculum, activities, materials, individuals, and organizations that are potential resources for schools.
- Respond to questions regarding development and operation of school forests.

II. Assist school districts in sustainably managing their school forests.

- Connect schools with local DNR foresters who can assist in the development of school forest management plans and who can provide technical advice.
- Provide resources to help school districts involve students in natural resource management.

III. Assist with the Greening School Yards Program

- Provide assistance to the LEAF Program Coordinator in developing the Greening School Yards Program.
- Offer assistance, resources, and materials to teachers to utilize outdoor education sites.

IV. Communicate with school forest coordinators and committees.

- Provide timely and relevant information for quarterly LEAF newsletter.
- Keep school forest committees and coordinators aware of current natural resource issues, materials, and curricula through regular electronic communications.
- With the LEAF Communication and Networking Coordinator, oversee updating of and provide information for the school forest web page.
- Facilitate the bi-annual Wisconsin School Forest Summit and other statewide activities and/or networks to promote forestry education at school forests.

- V. Expand and support non-formal and woodland owner field experience providers**
- Annually offer workshops for non-formal educators and woodland owners (field experience providers) who are willing to provide learning opportunities on their land.
 - Track numbers of teachers participating in field experience providers' programs.
 - Communicate with field experience providers to assure their needs are being met.
- VI. Provide professional development for K-12 teachers about Wisconsin's forests**
- Develop and deliver LEAF classroom and field workshops and courses.
 - Develop and deliver site-based workshops and courses at school forest and other outdoor education sites.
- VII. Communicate with foresters and other resource and education professionals.**
- Participate in statewide conferences, meetings, and training sessions to keep foresters and other resource/educational professionals informed about school forest issues and needs.
 - Contribute relevant articles to professional journals, newsletters and other publications.
 - Develop and deliver training opportunities related to school forest programs for foresters and resource/education professionals.
- VIII. Cooperate with agency and non-agency partners to expand, improve, and coordinate the statewide school forest program.**
- Communicate with other agency staff and programs on pending activities, strategies, and policies allowing their participation and support.
 - Foster working relationships or partnerships with agencies, forestry education related organizations, and individuals.
 - Contribute to educational materials, programs, and events sponsored by other programs, agencies, and organizations.
- IX. Develop and maintain a statewide reporting and records system for school forests.**
- Identify school forest contacts and coordinators
 - Work with LEAF staff to develop and maintain a database of school forest contacts.
 - Facilitate annual reporting system for school forests.
 - Analyze annual reporting data to identify regional and statewide trends and needs.
 - Maintain school and community forest registration records.
- X. Work with a Wisconsin School Forest Advisory Committee to develop and implement policies.**
- Facilitate advisory committee meetings and provide members with regular program updates.
 - Participate in school forest program policy development as appropriate.
- XI. Work as a member of the Wisconsin Center for Environmental Education**
- Work towards the goal of the WCEE to advance the environmental literacy of Wisconsin K-12 students.
 - Contribute to other WCEE programs and activities as appropriate.
- XII. Other Duties**
- Support the LEAF Program and the WCEE as needed through additional assignments by the LEAF Program Director.

Terms and Conditions: The position is full-time, fixed term, academic staff with annual appointment (12 month). Reappointment is based on satisfactory evaluation. Salary range is: \$31,000 - \$40,000. Benefits include University of Wisconsin insurance, retirement, vacation, holidays, and sick leave. This position will be located in the Wisconsin Center for Environmental Education in the College of Natural Resources at UW-Stevens Point. Statewide travel is required with overnight events. Evening and weekend hours will be required. A work plan and professional development plan will be submitted that may include the pursuit of an advanced degree, workshops, and conferences.

Evaluation: The director of the LEAF will supervise the position. On an annual basis, a work plan will be developed in direct consultation with the position's supervisor. The position will be evaluated based on accomplishments related to this plan of work, which shall outline achievement of annual goals and objectives for the position. Additionally, the position will submit a retention packet on an annual basis to the Dean of the College of Natural Resources for retention approval.

Qualifications:

- Bachelor's degree required (Master's degree given preference) in environmental education, forestry or natural resources with education experience, science education, education with natural resources background, or a closely related field.
- Strong interest in Wisconsin forestry topics and issues.
- Passion for natural resources and environmental education.
- Understanding of K-12 education system including demands, interests, and needs of teachers.
- Experience in working with teachers to integrate forestry and environmental education into classroom curriculum.
- Extensive experience in providing teacher professional development.
- Experience in educational program development and evaluation, coordination of events/activities, networking of organizations/individuals, and program materials development.
- Excellent oral, written, and interpersonal communication skills.
- Experience in program outreach and marketing strategies.
- Basic computer skills and experience.
- Creative, resourceful, highly organized, and a problem solver.
- Able to work well both behind a computer and in front of and with people.
- Demonstrated ability to work alone and as a team member.