

Ivy Creek Foundation - Charlottesville, VA

Closes - Open until filled.

Position Title – Program Coordinator

Salary - \$15/Hour

Job Type - Part-Time (Up to 20 hours)

Ivy Creek Natural Area and Historic River View Farm are scenically shadowed by the Blue Ridge Mountains, this 219-acre preserve bordering the South Fork Rivanna Reservoir is a mix of upland woods, pine stands, open fields, streams, and two miles of shoreline. It is also the home to the Carr/Greer family, an African American family that played a central role in their community. Due to their work and the historic significance of the site, we were registered on the State and National Register of Historic places in December 2020 and were added to the Reconstruction Era National Historic Network and the National Civil Rights Network in 2023. Our mission is connecting people to the past and present by honoring the land, history, and community. Our vision is to inspire and engage our community in the stewardship of our natural resources and our rich African American cultural history. To learn more, visit ivycreekfoundation.org.

Position Summary

The Program Coordinator is responsible for providing learning opportunities to the community in various ways including programming, school tours, and outreach. This position reports to the Director of Education.

Primary Duties and Responsibilities

- Research information and learn interpretation for diverse groups.
- Lead Education programs and hikes. These programs would include programs related to the history of River View Farm, the flora and fauna of Ivy Creek Natural Area and Historic River View Farm. These programs would be focused towards both adult and children’s activities and would further the knowledge of the history, geology, biology, and the ecosystem protected by the site.
- Organize and lead volunteer public work days that focus on our ongoing projects such as Landscape Restoration, invasive plant removal, and trail maintenance.
- Attend staff meetings and other committee meetings as needed to learn how land management sites and historic sites operate.
- Attend, help plan, and set up events hosted by Ivy Creek Natural Area and Historic River View Farm.
- Other duties as assigned.

Position Skills & Qualifications

- Basic knowledge of Central Virginia flora and fauna. In this position the person would be trained on the specifics of Ivy Creek Natural Area and on how to give tours/lead hikes as well as public speaking.
- Willingness to work with diverse sets of people ranging in age from preschool to adult. As well as working with people from many different backgrounds.
- Must be able to walk on dirt and rocky trails for up to two hours. A lot of this work will also take place outdoors in different types of temperatures and climates.
- Strong presentation skills.
- Pleasant and friendly demeanor.

At the Ivy Creek Foundation, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop, and retain talented people from a diverse candidate pool. The Foundation provides equal opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other characteristic or category protected under applicable federal or state law. Equal opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. All employment decisions at the Foundation are based on merit, qualifications, and abilities.

Schedule:

Most of the 20 hours will be completed within the traditional work week with some evening and weekend hours. Since we are a nature preserve and historic site our programs and activities take place at time when we can reach the most people. This means that often programs are scheduled after 4:00 pm during the week as well as on the weekends. Most programs will finish by 6-7:00 pm and weekend work would mostly be between the hours of 9:00 am to 4:00 pm.

How is this position conducted?

Hybrid: In-person hours required but hours are split between in-person and remote work.

Is personal transportation needed?

Yes, transportation is required to get to and from the site, schools, and other places where events take place.

Applications: Submit one PDF document that includes a cover letter, resume, and references to susie@ivycreekfoundation.org.