



Job title: Curriculum Coordinator  
Department: Education  
Reports to: Education Program Manager  
FLSA Status: Non-exempt

**Summary:** The Curriculum Coordinator works closely with the Education Program Manager and the Education team with support from the Executive Director. The main responsibility of the Curriculum Coordinator is to ensure the curriculum taught at all Hawai'i Nature Center programs is in alignment with state and national standards, reflects the mission of HNC and the goals of the programming. The Curriculum Coordinator (CC) also supports the Education Program Manager in ensuring curriculum is taught to a high standard.

#### Essential Duties and Responsibilities:

- Conduct a yearly review of the state and national public and private school science standards and ensure school program curriculum is consistently aligned and updated as needed.
- Review school program curriculum and make overall improvements to enhance hands-on learning in nature for all students, especially around accessibility and accommodations HNC provides.
- Stay current on emerging environmental education pedagogy and best practices.
- Ensures all teaching resources, including Teacher Resource Guides, educator notes and lesson plans match updates made to school programs.
- Supports the Education Program Manager in routine observation and feedback sessions for educators to ensure high-caliber teaching.
- Coordinates the development of both new and recurring curriculum for homeschool and NAC programs.
- Provides support to educators in their work writing and developing curriculum, including managing resources and documentation of past curriculum and related documents and providing feedback.
- Communicates with the Education Program Manager and Executive Director on adjustments to program logistics that can support the curriculum and overall programming.
- Develop and update methods for educator training, including video recording and other methods to provide opportunities for educators to enhance their curriculum understanding and delivery.
- Work closely with the Education Program Manager and Maui Program Manager on implementing findings from Teacher Survey data analysis.
- Teaches in the field 2-3 days per week or as needs change in the Education Department with school programs, Nature Adventure Camp and the Homeschool program.

- Other duties as assigned by Education Program Manager and/or Executive Director.

**Qualifications:**

- B.A or B.S. in elementary education, environmental science, biology or related field
- 3-5 five years of either elementary teaching, curriculum development or designing and implementing environmental education
- Proven advocate of nature-based programing and connecting kids to nature
- Personal connection to nature and the outdoors
- Strong knowledge of environmental science, flora, fauna, natural history, and cultural history of Hawai‘i.
- Skills in assessing program effectiveness and making data-driven improvements.
- Candidates must be dependable, punctual, and take pride in their work.
- Ability to work in a team setting with enthusiasm and creativity.
- Candidates must have well-developed communication skills and a positive attitude. Must be comfortable with remote supervision and have the ability to work both independently and in a group.
- Candidates must possess leadership skills and the ability to follow directions.
- Candidates must pass a background check.

**Other Qualifications:**

*Physical Demands* – While performing the duties of this position, the CC is regularly required to present and listen to students, frequently required to stand, walk/hike, occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds.

*Work Environment* – While performing the duties, the CC is regularly exposed to wet and/or humid conditions.

**Supervisory and Leader Responsibilities:** This job has no supervisory responsibilities.

However, CC is expected to provide leadership, guidance and mentoring to staff and interns.

**Hours/Pay:** Full-Time, 40 hrs per week. Pay is \$21-23/hour. Benefits include medical, sick, vacation and retirement.

**To apply:** <https://www.hrsymphony.com/hrs/route/position/10582/H65F>

**About the Hawai‘i Nature Center:** The mission of the Hawai‘i Nature Center is to foster awareness, appreciation and understanding of Hawaii's environment and to encourage wise stewardship of the Hawaiian Islands by educating children with an interactive and immersive approach. Established in 1981, the Hawai‘i Nature Center has been a leader in environmental education in Hawai‘i for more than forty-three years. We deliver award-winning programs to more than 10,000 elementary and middle school children from both public and private institutions each year, helping to encourage environmental stewardship through hands-on

investigative field study and experiences. Our programs are primarily conducted outdoors in the field, exposing children to a range of ecosystems.