



Hilton Head Audubon

Adult Education Program Coordinator

If you are interested, or have a question, please email us at

HHIAudubon@hiltonheadaudubon.org

Mission Statement	
<i>To be a leading voice for birds and conservation in the LowCountry, where people and nature thrive together.</i>	
Project or position	
Adult Program Coordinator	
Join a creative team dedicated to conservation and educating people about the nature of the Lowcountry. Work with Hilton Head Audubon Board Members and others to recruit adult program leaders and create a robust set of seasonal adult program offerings to our members and the general public.	
Tasks	
<ul style="list-style-type: none">● Recruit program leaders to conduct adult natural history programs.● Coordinate with these leaders to set up dates, locations, program materials and other needs for programs.● Develop program descriptions to be used in the Ecobon publication as well as other forms of media for marketing of programs.● Communicate with program leaders and participants about information needed for each program.● Help evaluate programs through formal evaluations and casual feedback with both leaders and program participants. Attend some programs to evaluate educational value and participant enjoyment.	
Skills	
<ul style="list-style-type: none">● Good organizational skills in following up with requests and meeting deadlines.● Creative ability to develop program ideas and write program descriptions.● A working knowledge of word processing, email applications.● A need to be a team player and a strong ambassador for Hilton Head Audubon.	
Setting	
Outdoors or in classroom settings	
Time Commitment	

Estimated time commitment is a minimum of 4-8 hours per month- depending on the the type of programs delivered