

JOB DESCRIPTION

GENERAL RESPONSIBILITY:

Responsible for the overall planning, monitoring, evaluation, management and coordination of Stairway Foundation's Environmental Awareness for Children and Youth (EACY) Program.

SPECIFIC TASKS AND RESPONSIBILITIES:

Sea Adventure School (SAS):

- Coordinates the facilitation of SAS activities with local schools, partner organizations and institutions.
- Together with the boat captain, ensures that safety protocols are clear, understood and followed by the crew, that equipment and materials are complete, in good condition and are inspected and enhanced regularly.
- Ensures that permits and licenses for the SAS operation are secured and valid.
- Coordinates the schedule of SAS trips with various groups vis-à-vis Stairway Foundation's current resources.
- Conducts and recommends capability building activities for SAS trip facilitators.
- Recommends follow up activities for SAS trip participants.
- Consolidates activity data and writes reports for the Executive Director and funders of the program.
- Conducts activity evaluation with SAS trip facilitators and participants.
- Oversees and guides the activities of volunteers in the boat.

Children and Youth Participation on Environmental Issues:

- Organizes the formation, expansion and consolidation of youth initiatives in the locality.
- Conducts capacity building sessions for children and youth formations related to environmental projects.
- Advises youth groups on the design and implementation of their community activities and projects.
- Forms and develops a pool of adult advisers and mentors for youth's environmental projects/initiatives.
- Coordinates resources and other groups that can help realize the implementation of projects/activities.

Networking and Local Advocacy:

- Develops, expands and consolidates partnerships with other relevant groups and institutions that work on environmental awareness and protection
- Designs and develops awareness campaigns on various environmental issues.

Program Management and Coordination:

- Facilitates meetings, coordination, and supervision
- Writes grant proposals and reports to funders/supporters and to government
- Drafts reports and submits them to the Executive Director
- Contributes articles for the Stairway Foundation website.
- Fulfills any other duties deemed necessary, as decided by the Executive Director, in the implementation of the program.
- Observes all organizational policies and procedures and abides by our Child Protection Policy at all times.

QUALIFICATIONS AND COMPETENCIES:

- A bachelor's degree in a relevant field such as Environmental Science, Development Studies, Marine Biology, Education, or a related discipline.
- Strong background in program management, including planning, implementation, and evaluation.
- Experience in environmental education or working with children and youth on environmental issues.
- Strong leadership and mentoring skills to guide and train program colleagues, facilitators, volunteers, and youth groups.
- Effective communication and interpersonal skills to build and maintain partnerships with local schools, organizations and other community members.
- Creative and strategic thinking to design and develop awareness campaigns and advise youth-led projects.
- Ability to manage multiple tasks and deadlines effectively and efficiently.