



**Position Title:** Part-Time Coordinator of the Green Urban Living Center (GULC)  
**Job Code:** 8112 **Grade:** HI  
**Reports To:** Program Manager-Community Education **FLSA:** Exempt

**Job Description:**

The Part-Time Coordinator oversees and coordinates the Green Urban Living Center (GULC), a Center dedicated to environmental sustainability through educational programming

**Duties & Responsibilities:**

- Supervises and monitors student volunteers
- Oversees the design, upkeep and planting of the organic garden, butterfly garden, rock pine land and other areas under development
- Builds relationships with environmental organizations to enhance (GULC) programs and recruits instructors for (GULC) classes
- Creates awareness of (GULC) programming
- Participates in campus activities to promote environmental sustainability
- Attends meetings and events on behalf of (GULC)
- Creates non-credit class schedules for environmental programming
- Generates and distributes promotional pieces for recruitment purposes
- Adapts curriculum to teach environmental sustainability to children in grades K-12 for school tours
- Ensures the accuracy of course information
- Researches and resolves student complaints
- Monitors the administration of course and instructor evaluations
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree from a regionally accredited institution and two (2) years of related environmental experience
- Must be computer literate, highly organized, detail oriented and have a proven track record in working as part of a team
- Knowledge of College systems and procedures preferred
- Results driven individual
- Grant writing experience preferred
- Knowledgeable about professional certifications associated with environmental sustainability
- Knowledgeable about South Florida ecosystems, organic gardening, conservation, recycling, healthy living, and eating.
- Experience in developing programs related to environmental education
- Ability to monitor long-term projects
- Ability to project a positive image of the College and its programs
- Possess excellent interpersonal and communication skills

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name