



## Seasonal Full Time Environmental Educator

**Reports to:** Environmental Education Director

**Function:** To facilitate inquiry-based, hands-on environmental education with a variety of groups, primarily elementary age children.

**Compensation:** Stipend of \$6,120 paid bi-weekly between April 1-August 15 (Off time July 12-19) Lodging provided for duration of employment, meals during classes, training, CPR & First Aid certification.

**Responsibilities:**

- Plan, prepare and facilitate inquiry-based environmental education lessons with school groups and summer science camp.
- Plan, prepare and facilitate recreational activities with school groups. (ex: campfires)
- (School year only) Supervise and coordinate evening activities one night each week.
- (Summer camp only) plan and lead hands-on science activity during daily free time.
- (Summer camp only) Accompany campers on overnight camp outs once or twice a week.
- Help prepare camp on group arrival days and clean up after groups depart.
- Carry out established roles in enforcing camp safety regulations and emergency procedures.
- Communicate plans and needs to Environmental Education Director and fellow Environmental Educators.
- Set a good example for campers and others including safety, respect, cleanliness, punctuality, clean up, chores, and table manners.
- Follow camp rules and regulations as outlined in personnel policies and procedures and staff training.
- Encourage respect for others, personal property, camp equipment, and facilities.
- Submit all required reports on time.
- At the end of each session, clean up your class materials and lodging space and assist others with cleanup of staff areas and other camp areas.
- Maintain current first aid and CPR certification.
- All other duties and tasks assigned to you by the Environmental Education Director.

**Position Requirements**

- Must be at least 18 years of age with a high school diploma or equivalent
- Associate or Bachelor's degree in related field (ex: education, biology, geology, natural sciences) or equivalent experience preferred but not required
- Ability and desire to work well with children of all ages and interests
- Prior experience with children preferred but not required
- Ability to work in close proximity with others
- Patience
- Love for outdoors – in all weather conditions
- Ability to take charge and motivate others
- Flexibility
- Ability and willingness to be a positive role model

- Appreciation and respect for all races, genders, cultures, religions, orientations, and abilities
- Willingness and ability to foster self-esteem, cooperation, courage, kindness, responsibility.
- Willingness and ability to work long hours with a positive attitude.
- Physical ability to participate in all camp activities (i.e., hiking, ropes course, etc.)
- Physical ability to respond appropriately to situations requiring first-aid and to assist campers in other emergency situations.

## Position Standards

**Relationship Building** – Effective performers understand that leadership is about establishing and maintaining productive relationships. They like interacting with people and are good at it. They devote appropriate time and energy to establishing and maintaining networks. They initiate contacts readily and maintain them over time. They are able to utilize relationships to facilitate business transactions.

**Initiative** – Effective performers are proactive and take action without being prompted. They don't need to wait to be told what to do or when to do it. They see a need, take responsibility, and act on it. They make things happen.

**Adaptability** – Effective performers are flexible. They adapt quickly and positively to change. They are open to and actively solicit new ideas and opinions. They are able to adjust their lesson to fit the needs and interests of their students.

**Energy** – Effective performers have a high level of energy. They have the stamina and endurance to handle a substantial workload and emotional load. They are able to maintain a fast pace and continue to produce even in exhausting circumstances, while knowing when to ask for help and maintaining self-care.

**Teamwork Skills** – Effective performers create and maintain functional work units. They understand the human dynamics of team formation and maintenance. They formulate team roles and actively recruit and select to build effective workgroups. They develop and communicate clear team goals and roles, and provide the level of guidance and management appropriate to the circumstances. They reward team behavior and foster a team atmosphere in the workplace.

**Organizing & Planning** – Effective performers have strong organizing and planning skills that allow them to be highly productive and efficient. They manage their time wisely and effectively prioritize multiple, competing tasks. They plan, organize, and actively manage meetings for maximum productivity.

**Composure** - Effective performers maintain emotional control, even under ambiguous circumstances. They are able to demonstrate emotions appropriate to the situation and continue performing steadily and effectively.

**Creativity** - Effective performers generate original ideas, encourage new ways of thinking, explore options, and develop innovative solutions. They challenge pre-existing conceptions and offer alternatives. They find new ways to look at old problems. They encourage others to challenge old assumptions and try innovative improvements.

**Growth Orientation** - Effective performers continually look for business growth opportunities. They take action to improve things, always striving for bigger and better. They constantly think in terms of expanding the business, always looking for new ways to achieve competitive advantage. They consider business growth an imperative.

**Integrity** - Effective performers think and act ethically and honestly. They apply ethical standards of behavior to daily work activities. They take responsibility for their actions and foster a work environment where integrity is rewarded.

**Learning Agility** - Effective performers continuously seek new knowledge. They are curious and want to know 'why'. They learn quickly and use new information effectively. They create and foster a culture of interest, curiosity, and learning.

**Listening Skills** - Effective performers offer their full attention when others speak. They listen actively, giving verbal and nonverbal cues of their interest. When the speaker has finished, they paraphrase what was said to ensure understanding.

To help achieve the mission of the agency, Naturalist Educators may have to assume additional tasks and responsibilities as assigned by the Environmental Education Director or their designee.

This job description should not be interpreted as an employment contract. The Agency reserves the right to unilaterally and periodically modify this job description as is consistent with its goals and objectives.

If you have any questions or do not understand the job description as written, please see the Environmental Education Director immediately. If you understand everything completely, please sign and return to the Vice President of Human Resource/Operations.

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Signature

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Date