

The Nature Institute
Environmental Educator
Job Description

The Nature Institute is currently seeking a full time environmental educator with program development skills and a love for the outdoors. In our education programs, we want to create welcoming and inclusive spaces for all ages to explore their connection with nature. The primary responsibility of the Environmental Educator is to provide oversight and program development for the Education Department. The nature of the work requires flexibility to work on evenings and weekends, as needed.

This position requires strong managerial and people skills, energy, adaptability, love for youth and a passion for outdoor environmental education. The new Environmental Educator will develop, plan, implement, and coordinate programs of science and nature based field trips, workshops, camps, and activities for pre-k through adult participants. This position is also responsible for all aspects of education, including staff orientation and training, registration, weekly schedules, and communication with teachers, parents/guardians.

Desired Education, Experience, and Required Skills

- Bachelor's degree in a science, education, or related field
- At least three (3) years of relevant work experience
- Prior teaching experience (either formal or informal) preferred
- A passion for youth education and the outdoors
- Ability to teach in an outdoor setting, in all weather conditions
- Ability to communicate effectively and be comfortable interacting with and working in close proximity to parents, children, and the general public, in a professional and friendly manner
- Ability to plan, direct, and supervise all educational programs and staff
- Ability to coordinate and prioritize multiple tasks, deadlines, and projects in a timely manner
- Obtain and maintain First Aid/CPR certification
- Enthusiasm, flexibility, and ability to work collaboratively with staff, partner organizations, and the public
- Proficiency in the Microsoft Office Suite (i.e. Word, Excel, PowerPoint, Publisher)

Essential Task, Duties, and Responsibilities

- Plan, develop, and implement diverse, year-round environmental education programs for people of all ages including but not limited to: field trips, adult programs, Discovery Day Camp, teacher workshops, home school programs, scout groups, etc.
- Work with education team to develop environmental education instructional materials and interpretive signage for displays in classroom, nature nook, and outside areas including the garden and trails
- Coordinate with schools and teachers to schedule field trips; teach classes and lead hikes
- Collaborate with other organizations in developing, maintaining and assessing impact of nature-based programs that serve community needs.
- Serve as summer Discovery Day Camp lead educator and supervise all part-time seasonal summer camp staff and volunteers
- Develop routines, schedules, and procedures for summer day camp operations
- Represent the organization at community events and in other venues, as applicable.
- Coordinate adult EE workshops, workshop speakers, and special guests
- Supervise interns and part time environmental educator. Train program volunteers.
- General office administration and program development
- Supervise and evaluate all educational operations and program staff
- Make sure indoor/outdoor play spaces and teaching facilities are maintained
- Define and monitor crisis management plans, including emergency procedures, per standards and requirements of the American Camp Association (ACA)
- Order or supervise the ordering of food, supplies, and equipment for all educational activities
- Prepare annual inventories, staff evaluations, camper records and recommendations for future programs and activities

The above are duties that are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Updated January 2019