



Part-Time Seasonal Educator

POSITION TITLE: Part-Time Seasonal Educator (March-May/June 2020)

This position is Part-time, Non-Exempt

SUPERVISOR: School Programs Coordinator and Conservation Coordinator

PURPOSE: Under general supervision of the School Programs Coordinator and on-site supervision by Conservation Coordinator, this position is responsible for planning, preparing materials, and teaching educational programs for school-aged children. The position may also require volunteer coordination and administrative work.

RESPONSIBILITIES:

1. Prepares and conducts selected indoor and outdoor science programs at local schools, community centers, and at our Nature Center/Outdoor Lab Classroom.
2. Creates an atmosphere of hospitality through courteous, helpful, patient service to participants, chaperones, and teachers at local schools and at our Outdoor Lab Classroom.
3. Work regularly with Denver Audubon volunteers.
4. Assists with Outdoor Lab Classroom/Nature Center upkeep.
5. Complies with Denver Audubon's, regulations, policies, and procedures.
6. Respond and answer all work-related emails.
7. Works mornings and afternoons as needed.
8. Performs other functions and special assignments as directed by supervisor, including assignments that may be outside the primary area of employment.

SUPERVISORY DUTIES:

Will supervise/manage volunteers and chaperones during programs at schools and at field trips to Outdoor Lab Classroom/Nature Center.

MATERIALS AND EQUIPMENT USED DIRECTLY:

1. Uses interpretive equipment, books, web and resource materials in planning and conducting interpretive programs. Uses a variety of office and AV equipment including copier, Windows-based computers, screens, digital projectors, Smartboards, and TV/VCR.
2. Use of water monitoring equipment, nets, and magnifiers.
3. **Must have working vehicle as educator will be teaching programs at schools and at the Outdoor Lab Classroom/Nature Center.**

EDUCATION AND EXPERIENCE NECESSARY:

1. Completed associate's or bachelor's degree is required. Degree in environmental science, education, or science preferred.
2. Experience teaching groups of children and/or conducting environmental education programs and/or interpretive programs for youth is required.
3. Work/intern/volunteer experience in interpretation, recreation, camps leadership, etc. may be substituted for a formal background in environmental education.
4. Experience with CPR/First Aid, interpretive certifications, exemplary customer service skills, and knowledge of Colorado's ecosystems, flora, and fauna or combinations of these skills are preferred.
5. Must have the ability to communicate well in English both orally and in writing.
6. Must pass a background check and adhere to ethics for a position of trust.
7. Must possess and maintain a valid driver's license in good standing.

CONDITIONS AND ENVIRONMENT:

1. Multiple tasks with differing priorities and objectives, and frequent interruptions are possible.
2. Multiple work settings may exist.
3. This position requires professional and timely communications (both verbal and email) with co-workers, teachers, chaperones, and volunteers.
4. This position requires at times strenuous outdoor work including hiking, walking, or wading in moving water, carrying, and kneeling.
5. May lift 40+ lbs. at times.
6. It may include extremes in temperature, sun, and precipitation.
7. Must have the ability to work in the conditions and environment listed for up to 6 hours at a time.
8. Must be able to stand on feet for up to 4 hours at a time.
9. Weekday morning and afternoon work is required.
10. Successful applicant will be responsible for safety and discipline of all participants, volunteers, and chaperones and will be expected to adhere to ethics required of positions of trust.

This position will be scheduled for up to 20 hours per week. A background check is required.

Please send a cover letter and resume to: schoolprograms@denveraudubon.org

** (Position open until 2/14/20 or until 50 applications have been received, whichever occurs first) **