

## Environmental Educator & Program Assistant

(Part-time/Permanent)

**The Aldo Leopold Nature Center (ALNC) is seeking energetic individuals to join its team in a dynamic indoor/outdoor position educating children and the public on a variety of inquiry-based, experiential environmental topics. Staff are now being hired to deliver and facilitate ALNC educational programming, public hours, and events.** ALNC is a non-profit educational organization guided by Aldo Leopold's land ethic, with a mission to nurture children, their well-being, and environmental sustainability through connecting and learning in nature. ALNC serves children, teachers, and families through year-round programming that includes field trips, camps, a nature preschool, and public and private events.

ALNC is an equal opportunity employer committed to building and serving a culturally rich, inclusive staff that is well-equipped to serve our diverse community. We strongly encourage applicants from all backgrounds and identities to apply.

### Time Commitment and Details:

- Environmental Educator & Program Assistants are part-time, year-round staff who have the option of working weekends only or a combination of weekend and weekday shifts.
- Special events and programs create varied hours, and most shifts take place between 8:30 am and 4:30 pm.
- Educators will typically be scheduled for up to 5-15 hours on weekends and, if desired, up to 10 additional hours on weekdays, pending organizational need.
- Opportunities to further increase hours through evening programming, front desk staffing, special events, and rentals may also be available. Flexible scheduling based on candidate's availability.
- Compensation: \$17 per hour
- Positions available starting in April 2024. Initial shifts will include training and shadowing.
- Applications are accepted on a rolling basis.

### Duties and Responsibilities:

- Teach nature-based youth birthday parties, field trips, scout programs, and other youth groups by adapting pre-written lesson plans to meet the needs of diverse audiences.
- Staff and oversee weekend public hours (typically 10am-2pm).
- Provide interpretation for the public; set up programs and activity stations.
- Assist with customer service duties, including visitor information and program registration.
- Open and close building; re-stock, tidy, disinfect and maintain public areas.
- Other duties as assigned.



### Qualifications:

Ideal candidates will be able to manage their schedule and work well in a team environment.

### Required:

- At least 18 years of age and have completed high school or its equivalent.
- Vaccinated against COVID-19.
- Experience working with children in formal and/or non-formal educational settings.
- Excitement for the natural environment and an ability to share that excitement.
- Comfort in managing facility and visitors, assisting volunteers, and following written instructions and procedures.
- Reliable transportation to ALNC.
- Hired candidates must pass a background check and fingerprint screen.
- Standard First Aid and Adult/Child CPR certifications required if teaching licensed weekday programs (annual training offered in June)

### Preferred:

- Background in environmental education, education, natural science, or a related field.
- Knowledge of regional flora and fauna.
- Experience working with technology (IT, A/V equipment, etc.) and computer skills (Microsoft Office, Google Suite, etc.)
- Spanish language skills.

### How to Apply:

To apply, please [fill out this online application](#) which includes a uploading a resume and three references

Questions can be directed to:

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