

## Substitute Educator

*The Aldo Leopold Nature Center is seeking an energetic, experienced, and organized individual to be a substitute educator in its Nature Preschool. The Nature Preschool aims to provide high-quality, developmentally-appropriate early childhood experiences that foster a love of nature and a lifelong, meaningful relationship with the natural world for all children. ALNC is a private, not-for-profit organization dedicated to delivering hands-on, outdoor environmental education in the spirit of Aldo Leopold to schools, youth groups, summer campers, adult groups and the public. Aldo Leopold Nature Center offers programs that serve over 70,000 individuals annually. ALNC is an equal opportunity employer committed to building and serving a diverse staff and community, and qualified applicants of under-represented backgrounds and identities are encouraged to apply.*

### **Responsibilities:**

The Substitute Educator is primarily responsible for the supervision of the students enrolled at the Nature Preschool in collaboration with one of the classroom Lead Educators. The Substitute will assist the Lead Educator in any aspect of the daily activities that may be required. The Substitute must be willing to spend a majority of every day outside in all weather, facilitating the hands-on, child-centered, emergent-style curriculum, supporting and encouraging students to learn to love learning while playing outside. ALNC's ideal candidate has a genuine love for young children, a deep personal connection to nature and a strong commitment to high quality early childhood programming.

### **Specific duties & responsibilities include:**

- Uphold the vision, mission and philosophy of ALNC and Nature Preschool in all duties and practices.
- Supervision and care of children in the outdoor preschool setting.
- Assist in the implementation of daily practices and routines within a play-based, emergent curriculum that promotes early childhood development and deep nature connections.
- Support the Lead Educator in any aspect of the Nature Preschool daily routines as needed.
- Demonstrate a desire to work outdoors and an eagerness to learn (more) about the natural world through the eyes of a child.
- Guide students in their learning and explorations in a calm, encouraging and consistent manner.
- Arrive one-half hour before the program start time.

### **Qualifications & Requirements**

- Experience working with young children in formal and/or non-formal education settings.
- Willingness to be called and fill-in on short notice.
- Excellent communication skills with adults and children.
- Ability to provide a safe environment for exploration, demonstrate patience and caring, and exude a love of learning.
- Respect, concern, and excitement for the natural environment and a demonstrated ability to share that excitement with others.
- Desire to work outside in all weather and have willingness and ability to meet physical demands of the position (i.e., hike over uneven terrain, bending, kneeling).
- Superior work ethic, self-starter, strong attention to detail, reliable, excellent organization & planning skills.
- Minimum of Bachelor's degree in environmental education, natural science, education, child development, psychology, or related field. **Experience can supplant the degree requirement.** ALNC values wisdom and experience and understands that this may not come through a formal degree.

- Respect, concern, and excitement for the natural environment and a demonstrated ability to share that excitement with others.
- Team player with the ability to handle multiple tasks simultaneously; able to shift gears quickly.
- Familiarity with child care licensing regulations desired but not required. Preschool director will provide a basic understanding of the requirements.
- Standard First Aid and Adult/Child CPR preferred but not required (under 240 hours of employment)
- Shaken Baby syndrome training required (ALNC will provide this mandatory training if not currently certified).

**Personal Qualities:**

The successful candidate must be able to manage their schedule and work well in a team environment with other staff and families. The ability to manage and communicate in an open, transparent and effective way with staff and participants from various backgrounds will be important in this position. Flexibility, positive attitude, initiative, the ability to prioritize responsibilities, problem solve, and a sense of humor are a must. Must demonstrate a genuine caring attitude towards young children and the environment.

**Compensation & Benefits:**

Hourly wage \$14-16 per hour commensurate with experience and education.

**Time Commitment:**

In general the Nature Preschool will require substitutes to assist in either the half-day program during the hours of 8:00am-12:00pm OR 12:00pm-3:30pm Monday through Friday, or in the full-day program during the hours of 8:00am-3:30pm. Specific shifts may vary, and additional set-up and clean-up time may be required.

**To Apply**

Send cover letter, resume and list of 3 references to:  
Courtney Woods  
Nature Preschool Director  
[preschool@aldoleopoldnaturecenter.org](mailto:preschool@aldoleopoldnaturecenter.org).

Application materials accepted on a rolling basis.