



Environmental Educator – part time seasonal

The Environmental Educator, under the direction of the Education Director is responsible for the planning and instruction of educational programs for the Boone County Conservation District during the academic year. Duties include, but are not limited to:

The instruction of education programs 80% of total time

- Instruction of the School Education programs located on or off district property
- Instruction of the Public Education programs located on or off district property
- Instruction of programs for community groups located on or off district property

Assist with the development of educational programs 5% of total time

- Plan and develop new school education programs
- Plan and develop new public education programs

Assist with the daily activities of the Nature Center 5% of total time

- Plan, develop, and build new displays for the nature center
- Organize and display education materials at the nature center
- Care for the live animal displays

Assist with the promotion of the district and district programs 5% of total time

- Assist with the promotion and scheduling of educational programs
- Assist with the development of materials that promote district programs
- Assist with the promotion of the district at community events, fairs and parades

Other Functions 5% of the total time

- Assist with the daily activities of the administrative office
- Attend professional training seminars or workshops
- Participation in professional environmental groups and organizations
- Assist with other programs and activities of the District
- Supervise assigned personnel
- Other duties as assigned

Desired Education

A bachelor's degree in Environmental Education, Natural Sciences, or a related field

Experience

Minimum one year of experience working with children and/or adults in an educational setting.

Required

- Valid driver's license with a clean driving record
- Certification in Adult/child First Aid and CPR

All prospective employees must pass a pre-employment drug test, background check, physical, and driving history check.

Specialized Knowledge

- Familiar with of the flora and fauna of the Midwest
- An understanding of ecology and interrelationships of people and the environment
- Knowledge of principals and methods for curriculum and training design

Additional Knowledge (preferred but not required)

- Fluent in the Spanish language
- General Knowledge of Illinois history during the 18th and 19th centuries

Physical Functions and Equipment Used

Ability to:

- Lift and carry up to fifty pounds
- Work around campfire smoke
- Hike up to six miles in moderate terrain
- Drive vehicles, golf carts, utility vehicles, and trucks
- Use hand tools such as hammers, screwdrivers, wrenches, pliers
- Use a computer, smart phone, tablet, copy machine, and other office equipment

Working Conditions

Ability to:

- Work in the out-of-doors in all types of weather conditions
- Work in conditions where there are biting and stinging insects
- Work in conditions with possibilities of exposure to minor cuts and burns
- Work a flexible schedule that may vary from week to week or even daily
- Work weekdays, evenings, and/or weekends

Specific Skills

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

Speaking -- Talk to others to convey information effectively

Reading Comprehension – Understand writing in work related documents

Writing -- Communicate effectively in writing appropriate for the needs of the audience

Active Listening -- Give full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate

Ability to speak in front of a group of at least fifty people

Ability to contact people by phone, email, and letter

Literacy with computer programs, such as -- Microsoft Word, Microsoft Power Point, Microsoft Publisher and Microsoft Excel, Outlook, Search Engines

Train and Teach others -- Identify the educational needs of participants, develop formal educational or training programs or classes, and teaching or instructing others

Organize, Plan and Prioritize work -- Develop specific goals and plans to prioritize, organize, and accomplish your work

Perform general physical activities – ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of material