

Part-time Environmental Educator

Hourly, non-exempt- Generally M-F but also weekends and evenings as needed (Flexibility goes both ways)

Detailed Duties and Responsibilities:-

- Coordinate, plan, and teach a variety of on campus environmental education programs (school trips, camps, homeschool groups, toddlers, teens, adults, off campus school and community outreach, festivals etc.)
- Develop, conduct, and train others to lead eco-tours (pontoon, canoe, kayak, nature, plant, and bird walks)
- Participate in public speaking opportunities in the community on educational topics.
- Provide environmental education content for various products including newsletters, social media, donor development, etc.
- Ensure that the ELC campus Interpretive Plan is used throughout the campus, including signage and exhibits.
- Advise staff on environmental issues such as conservation and facilities best practices.
- Help train volunteers on education content and interpretive skills.
- Develop, plan, and implement tour programs.
- Provide guided campus tours as needed.
- Audit/Train volunteers as needed.
- Identify, coordinate, and plan events or programs with partner organizations.
- Maintain education metrics.
- Help apply for and manage ELC grants, in coordination with the Finance Manager and Operations Manager
- Assist with inventory management, including education supplies.
- Chair ELC event committees.
- Assist with development tasks as needed, such as help with Annual Benefit and donor stewardship related to education.
- Keep education areas organized.
- Maintain Education Procedures in Operations Manual.
- Evaluate and update an annual plan for education and outreach programs
- Able to back-up - Other Environmental Educators, Guest Services, Volunteer Coordinator, aquarist
- Other tasks as needed.

Knowledge, Skills, Abilities:

Florida ecosystems (flora and fauna, specifically coastal); lesson creation and teaching ability; public speaking; good with children; ability to withstand outdoor environment; lesson plan creation and implementation, fiscal knowledge about programs profitability. Good physical condition is needed to be able to lift and carry bins, use wagons to move gear, be part of a two-person team to move canoes and kayaks.

Equipment Used in Job: computer and software, walkie talkies, AV equipment, technology and educational supplies used for specific programming.

Software: Outlook, Google Suite, Canva, social media, Wix (basic website updates)

Education, Certifications Required: Bachelors in Ecology, Environmental Sciences, Teaching, or related field preferred. Lifeguard certification preferred. First Aid, CPR, AED.

Other hiring conditions: background check; Level 2 screening (fingerprinting) through the school district.