



CALVIN

ECOSYSTEM PRESERVE

Environmental Educator Job Description

Title: Environmental Educator

Pay Level & Current Wage: Alpha- Current Minimum Wage

Typical Length of Employment: Academic Year Summer Other

Number of Positions: typically, 6- 12, varies each semester

Department: Calvin College Ecosystem Preserve

Locations: Bunker Interpretive Center

Supervisor: Jeanette Henderson, Program Manager (jmh46@calvin.edu)

Schedule: 2 to 10 hours a week depending on your availability and when programs are scheduled during program seasons. Fall season is mid-September to mid-November. Winter season is during the month of February. Spring season is April to mid-May. Training occurs on 2-3 selected Saturdays each semester. Programs are typically scheduled between 8:30 am and 3 pm during the week but also occasionally on evenings and weekends. Educators need to several times slots open during the following times: Monday through Friday 9:00 to 10:30 am, 10:45 am to 12:15 pm and/or 12:45 to 2:15 pm. If you have class right after the program you are allowed to leave ten minutes early to get to class on time i.e. 10:20 for a 10:30 class.

Purpose of Position (Summary): To teach environmental education programs to visiting elementary and middle school students during the fall, winter, and spring seasons.

About our School Programs: Curriculum-based, outdoor environmental education programs for Pre-k to 8th grade classes. Program topics include but not limited too: Michigan trees, using our senses to explore nature, animal adaptations, animal classification, spring wildflowers, ecosystems, caring for God's creation etc. Public, Christian, and private classes all attend our programs as well as homeschool groups. For more information about our program visit <https://calvin.edu/ecosystem-preserve/> (Programs and Events).

Primary Responsibilities:

- Prepare for and teach environmental education programs for pre- K, elementary and middle school students using a curriculum specifically prepared for the Ecosystem Preserve. Educators are typically responsible for teaching 6 to 12 students in a small group for around 90 minutes.

- Ensure health and safety of visiting students, teachers, parents, and co-workers.
- Assist in the maintenance and storage of program equipment, supplies and facilities.
- Participate in ongoing training.
- Assist in the documentation and evaluation of all programs
- Collect fees from and issue receipts to visiting teachers as needed.
- Assist with other educational duties as assigned.

Required Skills/Experience/Qualifications:

- Possess a dynamic personality and energy and enthusiasm for the position.
- Exhibit a desire and the capacity to learn about the ecology and natural history of the flora and fauna of West Michigan.
- Actively participate in initial and ongoing training about the natural history of the Ecosystem Preserve, environmental education and interpretation techniques, and the Ecosystem Preserve's environmental education curriculum.
- Possess the ability to teach curricula in a creative, enthusiastic, and educational manner to preschool, elementary, and middle school age children.
- Strong work ethic and ability to take initiative and act independently in preparing for scheduled teaching assignments.
- Strong leadership and communication skills required.
- Must be very dependable and punctual.
- Be willing to work with others including team teaching in a supportive, respectful, and friendly manner.
- Passionate about caring for God's creation and commitment to the Ecosystem Preserve's mission.
- Willingness to work outside in a variety of weather conditions, in and around poison ivy patches, and insect infested areas.
- Competency in using Microsoft Office Suite and Google Apps.

Preferred Skills/Experience/Qualifications:

- Prior experience working with Pre-K to 8th grade students preferred (babysitting, tutoring, teaching Sunday school, being a camp leader etc.)
- Interested in working additional years in a variety of education positions at the Ecosystem Preserve
- CPR and First Aid certification

Physical Requirements: Applicants will work both in a general office setting and outside in the preserve. They must have tolerance for working outdoors in a variety of weather conditions and exposure to biting insects, poison ivy, thorns, etc. Educators must have the ability to safely lift at least 20 pounds. They need to be able to walk over rough narrow paths, wood-chipped trails, muddy areas, grassy fields, and walking on uneven paths, etc.

Benefits:

- This position provides valuable professional experience for college students interested in becoming an early childhood educator, an elementary or middle school teacher, naturalist, interpreter, park ranger, camp director, outdoor recreation manager, conservation scientist, land steward, educator at a nonprofit organization, curator at a museum, aquarium or zoo.
- Learn about the fields of interpretation and environmental education and jobs available in these fields.

- Learn interpretative techniques, how to teach students in an outdoor classroom, and behavior management techniques for early childhood, elementary, and middle school aged students.
- Increase your science and natural history content knowledge.
- Get a behind the scenes look at what makes our organization work and gain knowledge and increase skills in your program area.
- Earn a great reference.
- Enjoy spending time outside.

How to Apply: To officially apply for this position you must fill out an Ecosystem Preserve Student Employee Application online at www.calvin.edu/go/preserve (under Get Involved Section). Completed application and supporting documents need to be delivered to:

Jeanette Henderson, Program Manager at jmh46@calvin.edu or deliver them the mailbox outside of EI 114 Conference Room in the Bunker Interpretive Center

Application Deadline: Rolling- You are welcome to apply at anytime to be considered for future positions when they open. Generally, new educators are hired mid August to mid September for the fall session and January to March for winter/spring seasons.