

# FONTENELLE FOREST

## Position Description Adult Program Educator

**Position Type:** Full Time, Hourly, Non-Exempt

**Salary:** Starts at \$11.05/hour DOE

**Starting:** On or after July 15, 2019

**Benefits:** Health, life & long-term disability insurance, paid time off (vacation, sick, holidays), membership privileges, 403(b)

### **Organization Description:**

Founded in 1913, Fontenelle Forest is one of Nebraska's oldest conservation organizations and one of the largest private nature centers in the nation. Fontenelle Forest aspires to be a national leader in environmental stewardship and education and the region's premier nature center. Fontenelle Forest educational opportunities include early childhood programs that serve children and their parents; extensive school district partnerships and out-of-school STEM and nature-based activities; scouting programs; nature camps; programs for adults and senior citizens, as well as informal education programs, activities, and exhibits.

### **Job Description:**

Fontenelle Forest is seeking a full-time Naturalist Educator to join our team. Fontenelle Forest embraces the values of Integrity, Stewardship, Excellence, Engagement, and Sustainability. As a member of the Fontenelle Forest team every employee helps us achieve our vision to be a national leader in environmental stewardship and education and the region's premier nature center.

The Naturalist Educator is an enthusiastic and dedicated individual who supports Fontenelle Forest's mission to support discovery of the quiet wild of nature and inspire current and future generations to care for the natural world. The Educator creates and facilitates nature-based programs throughout the year with a focus on teen, adult and senior programs and may also deliver program to schools, families, and children. Programs take place off-site at senior centers, community centers, and schools and onsite at Fontenelle Forest's properties. Forest Educators are the face of the Education Department and help excite and engage visitors in exploring the natural world through guided inquiry and experiential learning. This position reports to the Adult Program Manager or its appointee.

### **Primary Duties:**

- Develop and facilitate engaging nature programs for teens, adults, seniors.
- Deliver programs to adult and senior audiences both on site and throughout Omaha and surrounding area including, but not limited to Fremont, Blair, Bennington, Springfield, and others.
- Recruit and train other educators and volunteers to deliver programs.
- Schedule senior programs maintaining an up-to-date organization-wide calendar with programs and group details.
- Provide customer service as the initial point of contact for senior programs and communicating any program changes or cancellations.
- Market senior and adult programs to new and current groups.
- Coordinate guest speakers for monthly adult and senior programs.
- Coordinate on-site and off-site program logistics during the week and on weekends including, but not limited to set-up prior to and clean-up following programs.

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- Solicit, track, and review program evaluations to implement program improvements that support program quality and sustainable growth.
- Maintain accurate reporting of number of attendees and other information as needed.

## **Other Duties:**

- Attend organizational and departmental staff meeting.
- Assist other education staff with programs as needed.
- Conduct environmental education programs for a variety of ages and audiences as needed.
- Perform other duties as assigned.

## **Qualifications:**

- Strong communication skills to convey complex ideas concisely and effectively.
- Knowledge and experience working with adults in an informal educational environment.
- Experience developing informal educational programs.
- Knowledge and experience in the field of environmental education, natural science, and/or interpretation.
- Ability to prioritize and work on multiple projects simultaneously.
- Ability to work independently and as a team with a diverse group of people.
- Ability to positively engage with other staff and visitors from diverse backgrounds.
- Ability to work as a member of a team and to build strong working relationships with supervisor and co-workers.
- Ability to problem solve, remaining calm and flexible in adverse situations.
- Curiosity and joy of discovery and education.
- Ability to work a flexible schedule with weekend and some evening hours.
- Familiarity and comfortability working with e-mail, Microsoft Office software, and database systems (Altru, Microsoft Excel).
- Familiarity with inquiry based learning and educational theory preferred.
- Ability to pass a background check.
- Certified Adult/Infant CPR & First Aid (or ability to be certified upon being hired).
- Fluency in Spanish preferred.
- Must have a valid driver's license.

## **Education/Experience:**

- Bachelor's degree in environmental science, informal education, interpretation, or related field required.
- Two years of experience working in education or related field preferred.
- Or equivalent combination of work and education experience.

## **Physical Demands:**

- Must be able to remain in a stationary position for administrative work.
- Regularly operate a computer, laptop, projector, phone system, copier and other basic office machinery.
- Person in this position frequently communicates with others, in person during programs, over the phone and via email. Must be able to exchange accurate program details and educational information in these situations.

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- Must be able to work in outdoor environments in all weather conditions.
- Must be able to stand and traverse/ascend/descend dirt trails and walking paths for up to 2 hours at a time.
- Must be able to lift a minimum of 40 pounds.
- Must be able to perform moderate physical labor, such as setting up and striking tables, chairs, program materials, and partition walls.
- Occasionally handle live, captive animals, including but not limited to snakes, turtles, rabbits, and ferrets (safety training provided).

**To Apply:** Send cover letter and resume to [info@fontenelleforest.org](mailto:info@fontenelleforest.org) by Monday, June 17<sup>th</sup> with “ATTN Adult Program Manager” in subject line.

*Fontenelle Forest is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its employment related policies and practices.*

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