



Position Description: Temporary Naturalist Educator

Position Type: Full-time, temporary (6 months), non-exempt

Salary: \$14.50/hour

Benefits: FF membership privileges, casual dress attire, first-aid/ CPR certification

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, and informal education programs.

Job Description:

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 position works 40 hours per week, primarily weekdays, Mon-Fri, during regular business hours with occasional evening and weekend programs. The successful candidate is expected to start in March with the position continuing for six (6) months from the start date. Successful candidates will have the opportunity to apply for regular staff positions as they become available.

The Educator facilitates regularly scheduled school and summer camp programs and will develop engaging nature-based lessons for school partners and additional public programs. Programs take place onsite at Fontenelle Forest's properties and off-site at schools, community centers, and other locations. The Naturalist Educator is the face of the Education Department and helps excite and engage visitors in exploring the natural world through guided inquiry and experiential learning. This position reports to the Director of Education or its appointee.

Primary Duties:

- (35%) Plan and deliver inquiry-based environmental education programs for a variety of ages and audiences, including but not limited to on-site and off-site school programs, family and public programs, and summer camps.
- (35%) Develop and coordinate educational programs for school partners, themes and materials for interpretive stations run by volunteers, and summer education programs
- (10%) Manage program logistics including scheduling and communication with internal and external partners, maintain equipment and supplies for educational programs
- (10%) Assist with training and supporting volunteers, interns, and part-time staff as needed

Other Duties (10%):

- Attend organizational and departmental staff meeting
- Assist with other education events
- Maintain accurate reporting of number of attendees and other information as needed
- Perform other duties as assigned

Qualifications:

- Knowledge and experience working with multi-age and multi-generational groups in an informal educational environment

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- Knowledge and experience in environmental education, natural science, and/or interpretation
- Available to work a full-time, 40 hrs/wk, schedule and some evening/weekend hours to support educational programs for a six month time period
- Manage small and large groups of visitors within a set tour time
- Ability to communicate ideas and complex concepts concisely
- Experience working with youth in a formal or informal environment
- Curiosity and joy of discovery and education
- Flexibility with changes and ability to problem solve quickly
- Lead programs effectively while meeting program learning objectives and demonstrate effective time management
- Familiarity with inquiry based learning and educational theory preferred
- Ability to work as a member of a team and to build strong working relationships with supervisor and co-workers
- Ability to positively engage with other staff and visitors from diverse backgrounds
- Ability to communicate efficiently via e-mail, in-person, and on the phone
- Familiarity and comfortability working with e-mail, Microsoft Office software, and database systems (Altru, Microsoft Excel)
- Ability to pass a background check
- Ability to become Adult and Pediatric First Aid/CPR certified upon being hired.

Education/Experience:

- Bachelor's degree in natural sciences, education, interpretation, recreation or related field preferred
- Two years' experience in an education and/or nature-based field preferred
- Or equivalent combination of work and education experience

Physical Demands:

- Must be able to remain in a stationary position for at least 50-75% of the time
- Regularly operate a computer, phone system, copier and other basic office machinery
- Person in this position frequently communicates with others over the phone and via email. Must be able to exchange accurate information in these situations.
- Regularly works in outdoor environments in all weather conditions.
- Must be able to stand and traverse/ascend/descend dirt trails, uneven, and hilly terrain and walking paths for up to 4 hours at a time.
- Some moderate physical labor, such as setting up and striking tables, chairs, program materials, and walls
- Occasionally handle live, captive animals, including but not limited to snakes, turtles, frogs
- Ability to lift up to 40 pounds

To Apply: Send cover letter and resume to info@fontenelleforest.org with "Naturalist Educator" in the subject line.

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