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<b>JOB TITLE:</b>	Environmental Educator	<b>JOB CATEGORY:</b>	Outdoor & Educational Programs
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**Department/Group:** Education      **Location:** Boardman, OH

**Level/Salary range:** \$15/hr      **Position type:** Temporary or seasonal

**Contact:** Education Manager      **Position type:** Full time

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## JOB DESCRIPTION

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The Environmental Educator requires excellent organizational, communication skills and ability to manage and mentor interns and volunteers. The ability to work in a team and individually is required. Knowledge of Microsoft Office software package and general computer skills required. The ability to work with teachers, children, adults, and volunteers. A basic understanding of environmental science concepts and the ability to teach them to others. Some knowledge of local issues and understanding of the Mahoning River Valley is preferred. Environmental studies, environmental science, science education, sustainability, or related background is desirable. Experience working with students is preferred. Ability to speak in public settings required. Must have your own transportation and valid driver's license. Usual hours of programming will be M-F with hours typically between 8:00am - 5:00pm. The ability to serve flexible hours, including some evenings and weekends, is needed for logistical and planning purposes. Hours may fluctuate depending on funding, increase or decrease, in consideration of seasonal changes such as inclement weather or other extended activities such as fieldtrip. Schedule will be based upon various types of programs we offer in-house and offer for clients throughout the Mahoning River Valley.

\*\*\*A strong preference is given to those that know how to navigate through Mill Creek Park and other wooded areas independently while leading a group of kids. Most programs will take place in Mill Creek Park along the main sections of the creek from Youngstown to Boardman.

**Pay starts at \$15 an hour and goes up depending on your ability to independently lead a group of kids safely in a park setting.**

## Qualifications and Education Requirements

- Minimum 18 years old
- Passion for facilitating meaningful connections to nature and community, ideally with a basic knowledge of ecology and/or outdoor skills.
- Passion for working with students and making a difference through education.
- Personal or professional experience recreating in wilderness & natural environments.
- Ability to hike over varying terrain, sometimes more than 4 miles.
- Leadership experience or experience working with public.
- Ability to take initiative, handle adversity and maintain a positive attitude.
- Strong work ethic and professional work habits (punctual, responsive, organized, detailed).
- Experience working with children, specifically with behavior and risk management outdoors.
- Flexibility and vision to engage with and support a growing organization.
- Ability to pass a BCI background check.

- Ability to carry 20+ lbs in a variety of weather and terrain.
- Current CPR certification and basic first aid training (or willingness to receive certification before working in the field, partially subsidized by ECO).
- Strong experience with Microsoft Office
- Strong communication skills and a desire to engage in dialogue with both participants and volunteers.
- Ability to lead groups safely in park settings.
- BONUS: Ability and willingness to drive a 15-passenger van would be great, not required

## Preferred Skills

- Experience with social media management and content creation
- Customer service skills or experience talking with parents/guardians when registering kids.
- Growth Mindset
- Ability to deliver and receive feedback in a timely manner.
- Proficient in the use of Microsoft Office software

## Job Duties & Responsibilities

- Plan & lead a variety of outings with child-led, inquiry-based, experiential, and playful approaches (groups of 8-12 kids).
- Awaken a sense of wonder in participants by teaching natural history and outdoor skills while exploring local areas.
- Facilitate collaborative decision-making with participants to support leadership development.
- Practice effective behavior and risk management always, creating a safe learning experience for all.
- Maintain clear, responsive, honest, and respectful communications with participants and staff.
- Serve as a mentor to participants, responding to their needs as individuals and as a group.
- Work closely with other members of the field staff team to plan, prepare, and lead outings.
- Assist with program logistics such as pre-camp emails, parent communications, and gear and materials prep/maintenance.
- Support and contribute to documentation and record-keeping such as tracking attendance, recording any incidents in the field, etc.
- Share concerns and successes and seek advice from staff, Education Manager, Director of Education and Owner to ensure program quality.

