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**CONTRACT POSITION DESCRIPTION**

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| **Title:** Nature-based Educator | **Date:** April 19, 2016 |
| **Department:** Education | **Reports To:** Manager of Nature-based Education |
| **Begin Date:** Negotiable  | **End Date:** 12 months from start date |
| **Duration (weeks):** 52  | **Hours per week:** 40 (Tues.-Sat.) |

**Status*:*** *(check one in each group)*

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| --- | --- | --- | --- |
|  | [ ] Full time | [ ] Part time | [X] Contract position |
|  | [ ] Salaried  | [ ] Hourly  | [X] Contract position |
|  | [ ] Exempt  | [ ] Non-Exempt  | [X] Contract position |

**RESPONSILITIES & ACTIVITIES**

Major responsibilities of the Nature-based Educator at Bernheim Arboretum and Research Forest (Bernheim) include, but are not limited to:

* Manages Pre-K-12 field trips including scheduling, developing, presenting, and evaluating on-site programs for students that support Next Generation Science Standards and Kentucky Academic Standards.
* Develops, presents, and evaluates Pollywog Play Parties programs for early childhood learners that connect them and their families with nature.
* Development and presents programs associated with ECO Kids (Every Child Outside), including on-site experiences and web resources that encourage children and families to connect with nature at Bernheim, at home, and in their communities.
* Writes articles, creates marketing material content, develops web content, creates program outlines and assists in the development of social media pieces, brochures, exhibit labels, and other interpretive materials.
* Works with staff, volunteers, and community partners to envision and plan individual and group programming opportunities focused on Bernheim's mission.
* Works with staff and volunteers to develop and present youth and family experiences at Bernheim events.
* Represents Bernheim in outreach efforts which may include conferences, community presentations, public events, and planning efforts initiated from outside Bernheim.
* Organizes education resources and tools, including associated storage areas.

**RECCOMENDED BACKGROUND & SKILLS**

This position requires a minimum of a Bachelor’s Degree and at least two years of experience in a similar job. Equivalent or non-traditional education or work experiences may be considered but must be documented in the application.

**REQUIRED BACKGROUND & SKILLS**

To qualify as Nature-based Educator an individual must be able to perform each requirement in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required (reasonable accommodations may be made to enable individuals with disabilities to perform the requirements):

1. Experience developing and presenting programs in the natural sciences and/or related areas for Pre-K-12 school groups.
2. Experience working in informal learning environments such as parks, nature centers, museums, or similar organizations.
3. Knowledge of regional ecology, natural history, biology, conservation, horticulture, sustainability or similar areas, or demonstrate the ability to easily gain that knowledge.
4. Written communication skills that support the development of quality interpretive materials, web site resources, instructions for on-site activities, development of self-directed visitor experiences, and similar products.
5. Ability to speak effectively in front of diverse public audiences in a manner that is engaging and entertaining.
6. Comfort and ability to teach in outdoor environments ranging from fully accessible teaching spaces to wilderness areas without trails, in all weather conditions.
7. Ability to handle multiple tasks efficiently while maintaining a friendly and professional image with staff, volunteers, Bernheim visitors, and the public.
8. Attention to dressing in a professional manner for field, office, and professional settings.
9. Hold a valid driver's license and pass a background check.

Required technological skills include:

1. Proficiency in Microsoft Word, Outlook, Excel, PowerPoint and Publisher.
2. Ability to promote Bernheim through social media efforts, including the Bernheim website, Facebook and Twitter accounts, eNews, etc.
3. Ability to research work-related information via internet.
4. Ability to run basic office and support equipment, including computers, projectors, camera, copy machine, fax machine, telephone switchboard, laminator, etc.

**Please submit resume and cover letter via email to Lorie Messer, Human Resource Assistant, at lmesser@bernheim.org**

*I received this job description on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Staff signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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