

DEEP PORTAGE LEARNING CENTER

JOB TITLE: Environmental Educator

REPORTS TO: Education Manager

PURPOSE OF JOB

The purpose of this position is to provide instruction of the highest quality environmental education programming for a wide variety of audiences. Programs include overnight outdoor school trips, day trips, and public events.

JOB CLASSIFICATION: Full-time, Temporary, Exempt, Salaried

WORK SCHEDULE: Monday through Friday, plus 1 weekend work shift per month
October - April

ESSENTIAL FUNCTIONS

- Serve as the primary instructor for environmental education and outdoor recreation for student groups
- Manage the safety and wellbeing of students at all times
- Perform work duties on-site
- Ability to work the assigned schedule

EXPERIENCE, SKILLS AND KNOWLEDGE REQUIREMENTS

- Minimum Level Education: Bachelor's Degree, Associate's Degree, or significant experience
- Preferred: Teaching experience or experience working with youth
- Ability to contribute positively to a team-oriented environment
- Ability to manage tasks independently
- Creative, flexible, and strong initiative
- An interest and commitment to lifelong learning
- Desire to maintain a healthy community and workplace
- Must successfully pass a background check

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Ability to traverse 2+ miles per day on uneven terrain
- Ability to work outside in all weather conditions (cold, snow, rain, heat, insects)
- Ability to repetitively lift up to 25 pounds and occasionally lift up to 50 pounds
- Regularly works around children and adults, occasionally in large groups of 175+
- Ability to clearly communicate with students and adults

JOB DUTIES

Program Instruction (75%)

- Lead instructor for outdoor education lessons
- Responsible for preparing and delivering high-quality lessons
- Responsible for the safety and wellbeing of students at all times
- Lead and develop public programs and activities
- Answer questions and provide information to campus visitors

Equipment Management (10%)

- Maintenance and care of teaching tools and program equipment
- Regular set-up and take-down of gear and equipment

Campus Support (15%):

- Assist with wood heating projects, ie wood stacking, wood loading, etc.
- Assist with shoveling, trail work, etc. to maintain a safe campus.
- Support kitchen duties when necessary (i.e. pouring waters, dishes/bussing, serving dessert)
- Maintain clean work spaces

All employees are required to satisfactorily perform the essential functions of their positions. The essential functions listed above are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.