



JOB DESCRIPTION: Environmental Educator and Camp Instructor

REPORTS TO: Director of Education

HOURS: Monday-Friday 9am-5pm July and August and Tuesday-Saturday 9am-5pm September-June (Some Schedule change is required for, but not limited to: special events, weekend coverage, and summer camps)

OVERARCHING RESPONSIBILITY: The Environmental Educator works to inspire our participants to make a closer connection to nature through effective education experiences. The Camp Instructor is a group leader in all seasonal and summer camp experiences.

RESPONSIBILITIES INCLUDE (Other duties may be assigned as appropriate):

ENVIRONMENTAL EDUCATOR (September-June)

- Develop and implement creative and enriching science-based environmental education programs for school groups, camp groups, weekend programming and scout programs
- Conduct and assist with off-site (outreach) programs
- Provide animal meet and greets to visitors in our animal museum
- Work independently and with staff to develop and maintain teaching resources
- Prepare seasonal teaching sites, maintain equipment, and oversee grounds projects
- Work directly alongside the supervisor of living collections to assist in the care and maintenance of our living collections
- Coordinate systematic animal enrichment routines
- Administer medications and maintain animal records
- Take part in routine tasks of museum work
- Assist with the organization, cleaning and upkeep of the building
- Train and provide ongoing support and guidance for seasonal interns
- Provide instructional services for birthday parties
- Participate in all special events
- Participate in staff training and staff meetings to plan and evaluate programs

CAMP INSTRUCTOR (June-August)

- Lead a group of 16 k-4th grade campers for 10 weeks of summer camp, and 2 weeks of school break camps (winter and spring)
- Assist Camp Manager in curriculum development and other preparation for the summer camp season
- Lead summer counselors in training (CIT)
- Prep and lead daily activities such as forest walks, pond exploration, scientific experiments, live animal presentations, arts and crafts, storytime, and more
- Mediate camper-to-camper conflicts that might arise
- Complete CPR training course
- Perform light first aid as necessary
- Monitor camper health and maintain daily medical log

Basic Qualifications:

- Bachelor's degree in environmental science, sustainability, education or related field
- Effective written and verbal communication
- Positive attitude and willingness to follow instructions
- Ability to take initiative in their duties
- Must be able to manage their time effectively
- Comfortable handling all types of animals including reptiles, mammals, invertebrates and birds (training will be provided)
- Comfortable interacting with all ages

Desired Qualifications:

- 1 year of related work experience
- Classroom, informal or camp education experience
- Knowledge of basic animal husbandry and information

Physical Requirements

- Frequently required to stand/walk for 3 or more hours
- Frequent exposure to outside weather conditions in all types of weather
- Valid Driver's License required

This is a Full-time, salaried position at \$34,000 annually with benefits

To Apply: Please send a thoughtful cover letter and resume to education@greenburghnaturecenter.org. Please include your name and Environmental Educator Application in the subject line.

Final offers of employment are contingent upon the successful completion of a background check that may include employment history, national criminal background check, national sex offender registry search, fingerprinting, and a driving check.

At Greenburgh Nature Center we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. We encourage everyone to apply!