



Position Description

Job Title: Part-Time School Programs Educator

Part-Time/Non-Exempt: 20-25hrs./week

Reports To: School Programs Manager

About Denver Audubon

Founded in 1969, Denver Audubon is an independent chapter of the National Audubon Society. We are a conservation and education organization with the mission to inspire actions that protect birds, other wildlife, and their habitats through education, conservation, and research. We connect people to nature in our metro Denver community. Denver Audubon conducts formal and informal programs in schools, local parks, libraries, and in partnership with other organizations. We also offer field trips and adult education programs such as Beginning Birdwatching, Audubon Master Birder, and Audubon Naturalist Training. Our Conservation Committee works with the legislature and other environmental organizations on key issues affecting birds, other wildlife, and habitats. The Lois Webster Fund provides grants for non-game wildlife research and education projects.

Position Summary

This position is responsible for planning, preparing materials, running field trips, and teaching educational programs for school-aged children. The position may also require volunteer coordination and other administrative work. The School Programs Educator works closely with the School Programs Manager, program staff, and volunteers.

Essential Functions

1. Prepares and conducts indoor and outdoor science programs at local schools, and at our Nature Center/Outdoor Lab Classroom.
2. Creates an atmosphere of hospitality through courteous, helpful, patient service to participants, chaperones, and teachers at local schools and at our Outdoor Lab Classroom.
3. Co-coordinates Denver Audubon volunteers for school programs.
4. Assists with Outdoor Lab Classroom/Nature Center upkeep/maintenance.
5. Co-maintains & refills school program kits
6. Complies with Denver Audubon's, regulations, policies, and procedures.
7. Responds and answers all work-related emails.
8. Performs other functions and special assignments as directed by supervisor, including assignments that may be outside the primary area of employment.
9. Maintains a safe environment for all participants, volunteers, and chaperones

Supervisory Duties

1. Will supervise/manage volunteers and chaperones during programs at schools and at field trips to Outdoor Lab Classroom/Nature Center.
2. Responsible for the physical & emotional safety and discipline of all participants, volunteers, and chaperones.
3. Will adhere to ethics required of positions of trust.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities, and activities may change at any time with or without notice.

Preferred Qualifications and Prerequisites

1. Completed bachelor's degree is required. Degree in environmental science, education, or science preferred.
2. Experience teaching groups of children and/or conducting environmental education programs and/or interpretive programs for youth is required.
3. Work/intern/volunteer experience in interpretation, recreation, camps leadership, etc. may be substituted for a formal background in environmental education.
4. Interpretive certifications and/or knowledge of Colorado's ecosystems, flora, and fauna or combinations of these skills are preferred.
5. CPR/First Aid certified.
6. Must pass a background check and child sexual abuse training.
7. Must possess and maintain a valid driver's license in good standing.
8. Must have the ability to communicate well in English both orally and in writing.
9. ****Must have working vehicle as this position teaches programs at schools all over the metro area and at the Outdoor Lab Classroom/Nature Center.****
10. Use of water monitoring equipment, nets, and magnifiers.
11. Uses interpretive equipment, books, web and resource materials in planning and conducting interpretive programs. Uses a variety of office and AV equipment including copier, Windows-based computers, screens, digital projectors, and Smartboards.
12. A collaborative, creative person who is proactive and flexible.
13. Excellent interpersonal and verbal communications skills.
14. Passionate about natural science education and conservation issues affecting birds, wildlife, and habitats.
15. Interest, understanding, and commitment to Denver Audubon's mission.

Conditions and Environment

1. This position requires professional and timely communications (verbal, text, and email) with co-workers, teachers, chaperones, and volunteers.
2. This position requires outdoor work including hiking, walking, or carrying, and kneeling.
3. May lift 30+ lbs. at times.
4. It may include extremes in temperature, sun, and precipitation.
5. Must have the ability to work in the conditions and environment listed for up to 6 hours at a time.
6. Must be able to stand on feet for up to 4 hours at a time.
7. Weekday morning and afternoon work is required.

Must be able and willing to work a flexible schedule, including early mornings, afternoons, and weekends as needed (mainly for special events and programs). Must be willing to travel locally as the job requires.

Denver Audubon is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants based on age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, color, religion, creed, national origin, ancestry, disability, military status, sexual orientation, gender identity, genetic information, or any other status protected by applicable state or local law.

Salary \$17.00/hour

Benefits Vacation and Paid Sick Leave, 9 Holidays and the week between Christmas and New Year's Day, Simple IRA (after six months)

How to Apply

Submit a resume and letter of introduction via email to: Emily Hertz, School Programs Manager

emily@denveraudubon.org

Mid-July start date.

** (Position open until 7/11/22 or until 25 applications have been received, whichever occurs first) **