

**KENDALL COUNTY FOREST PRESERVE DISTRICT**  
**Position Description**

1. Position Title: Part-time Environmental Educator
2. Position Status: Non-exempt
3. Reports to: Naturalist

**Summary of the Position**

Assist with environmental education programs, Laws of Nature Center operations, and summer youth camps.

**Major Duties and Responsibilities**

The duties for this position shall include, but not be limited to, the following:

- Assist with developing and implementing environmental education programs.
- Assist with operations of the Laws of Nature Center, including animal care and handling.
- Assist with operating summer youth camps.
- Assist with developing and implementing special events and other District programs.
- Assist in developing and maintaining relationships with external constituencies such as school districts, youth groups, historic organizations, community groups and other cultural centers.
- Communicate with and direct part-time employees and volunteers on programming and Laws of Nature Center operations.
- Assist with exhibit development, grant projects and other education related projects.
- Assist with production of press releases, newsletter, brochures, website, and other means of public outreach.
- Assist with upkeep and maintenance of education materials, supplies, and facilities.
- Serve as spokesperson to the public, media and others.
- Perform other duties as required and/or assigned.

**Qualifications**

- Minimum Age Requirement - 18 years old.
- Associates degree in the natural sciences or equivalent experience in the natural history or natural resources field.
- A minimum of one year experience in environmental education.
- Must possess a valid Illinois Driver's License.

**Knowledge, Skills & Abilities**

- Knowledge of the natural history and natural resources of Kendall County.
- Knowledge of education principals and practices.
- Ability to work and communicate with Forest Preserve staff and the public.
- Ability to complete projects from beginning to end with minimal supervision.

- Ability to work and communicate well verbally and in writing with the public and staff.
- Ability to employ safe work practices and use sound judgment while leading public education programs.
- Possess positive conservation ethic and respect towards living things and the natural environment.
- Ability to follow direction and communicate in English verbally and in writing.
- Ability to work in a team atmosphere and promote positive work relationships.
- Experience with Microsoft Office software.

**Hours:**

20 hours per week. Days and times vary. Will include weekend hours.

**Salary:**

\$10 per hour