Environmental Education Coordinator

The Kendall County Forest Preserve District is currently accepting applications for a part time Environmental Education Coordinator. This position works up to 1,400 hours per year, with hours of employment ranging between 20 and 40 hours per week, including occasional evenings and weekends for coordination and delivery of environmental education programs for school groups and scouts, general public, community groups, and special events.

The starting salary range for this position is between $12 and $14 per hour depending on experience and qualifications.

Interested candidates should submit a completed application and resume to:

David Guritz
110 West Madison Street
Yorkville IL 60560
kcforest@co.kendall.il.us
P: 630 553-4131
F: 630 553-4023

Application deadline is July 10, 2015 by 4:30 pm.

See below for full job description.

Click here for application
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Environmental Education Coordinator

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Director of the Kendall County Forest Preserve District

EFFECTIVE DATE: June 16, 2015

SUMMARY:
Oversee the development and day-to-day management of Environmental Education programming including school and scout programs, teacher education, and other public program offerings (collectively “Public Programs”), for the Kendall County Forest Preserve District (“District”). This position assists with the development and delivery of summer programs for children.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Develop curriculum and themed programs that are developmentally appropriate for all relevant age groups and ability levels, including young children and individuals with disabilities, and reflects the natural and cultural history of Kendall County.
- Assist with the development and management of the District’s annual budget.
- Establish program policies, performance goals, and objectives for school, scout and teacher education programs.
- Coordinate program reservations and registrations with the District’s Administrative Assistant.
- Coordinate staff schedules and hours of employment.
- Train support staff in curricular program goals, objectives, and instructional methods.
- Address staff disciplinary issues in consultation with the Director of the District.
- Provide supervision to part-time instructors and volunteers in the District’s educational programs.
- Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
- Support marketing and public outreach efforts to promote the District and program services.
- Develop and maintain handbooks, brochures, packets, press releases, newsletters, and social media postings.
- Create and purchase supplies and materials needed for school, scout and teacher education programs.
- Work with, and provide program support and assistance to the Natural Beginnings Preschool Program Manager.
- Maintain professional collaboration with other nature-based administrators, community organizations, and environmental educators.
- Communicate effectively with District staff and the public.
- Manage District policies and processes to identify safety issues; reduce risk and liability exposure within school, scout, teacher education, and other public program offerings.
- Assist with basic animal care including feeding and tank/enclosure cleaning and Laws of Nature visitor center upkeep.
- Provide first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
- This position supervises part-time instructors and volunteers in the District’s school, scout, teacher education, and other public programs.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:
- Bachelor’s Degree in the field of education or environmental sciences or equivalent experience in the field of education or environmental sciences. May be actively pursuing a degree in the education, environmental sciences, or related field.
- Knowledge of education principals and practices.
- Experience in administration of an educational program preferred.
• Experience with instructing children in an educational setting preferred.
• Knowledge of Microsoft Office programs including, but not limited to, Excel, Word and PowerPoint.
• Ability to effectively and appropriately use the Internet and social media.
• Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

B. LANGUAGE SKILLS:
• Ability to draft and present District curriculum.
• Ability to write routine reports and correspondence.
• Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.
• Good knowledge of the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:
• Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
• Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

D. REASONING ABILITY:
• Ability to employ safe work practices and use sound judgment while leading educational programs.
• Ability to complete projects from beginning to end with minimal supervision.
• Possess positive conservation ethic and respect towards living things and the natural environment.
• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
• Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:
• Certificated teacher, substitute teacher or other teaching certification preferred. May be actively pursuing a education related degree or certification.
• Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certificate.
• Current CPR/First Aid certification.
• All certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:
• Employee must be able to sit, kneel, stand and bend.
• Employee must be able to walk on uneven terrain for extended periods of time.
• Employee must be able to provide instruction while walking outside and in varying weather conditions.
• Employee must be comfortable being outside in various types of weather for extended periods of time.
• Employee must occasionally lift and/or move up to 40 pounds.
• Employee must be able to use hands to handle or feel.
• Employee must be able to reach, push and pull with hands and arms.
• Employee must be able to talk and hear in person and via use of telephone.
• Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:
• Teaching will be held outside. The weather and temperature will not be consistent during the course of employment.
• The noise level in the work environment will vary from moderately quiet to loud.
• Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
• Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

Kendall County Forest Preserve District