



Naturalist/Camp Teacher JOB DESCRIPTION

Definition

The **Naturalist/Camp Teacher** is responsible for teaching outdoor environmental and social science education programs to children. The **Naturalist/Camp Teacher**'s goals are to encourage students' awareness and appreciation of the environment, broaden students' knowledge of science concepts, and foster students' commitment to the protection of the natural environment. The **Naturalist/Camp Teacher** is also responsible for creating and implementing age and theme-appropriate curriculum for the sessions of camp they are scheduled to teach.

Supervision

The **Naturalist/Camp Teacher** works under the direct supervision of the Education Coordinator.

Essential Functions/Duties Include But Are Not Limited To:

1. Teach on site science and social science school programs based on California State Standards.
2. Teach Boy Scout and Girl Scout programs, birthday parties, overnights and other community group programs, ensuring that they are taught according to the requirements of the groups attending and in consideration of the mission of the ENC.
3. Teach Nature Camps upon request (this may include working on holidays and days close to holidays.)
Responsibilities include:
 - a. Attending Camp Teacher Training
 - b. Writing curricula and sending to Education Coordinator at least two weeks prior to the first day of each Camp session.
 - c. Writing your "best camp activity" for the next day on the sheet on the staff room door each day before leaving.
 - d. Attending a follow-up meeting at the end of Summer Camp to review the summer and provide feedback for future Camps.
 - e. Providing short marketing "blurbs" describing your Camp theme when teaching winter, Presidents Week and Spring Break Camp Camps.
4. Develop environmental education instructional materials/curricula.
5. Arrive when scheduled to set up and stay after programs to clean up instructional materials.
6. Provide supervision of students at all times during the duration of programs, extending to the release of students to their guardians. Maintain the highest possible degree of safety.
7. Maintain positive communication with participant's parents enrolled in Nature Camp and enrichment programs as well as all visitors to the center.
8. Follow program budget. Arrange necessary purchases through supervisor within budgetary limitations.
9. Responsible for notifying the Grounds Manager of any safety hazards (i.e. fallen trees), and for closing any trail if necessary.
10. Staff the front desk when requested. Staff the Center occasionally in the evenings and on weekends.
Mandatory attendance at special events (i.e. Fall Faire, Spring Faire, etc.)
11. Additional duties as assigned.

Qualifications & Requirements

1. Commitment to the mission, vision and core values of the Environmental Nature Center.
2. Ability to work independently with minimal supervision and demonstrate flexibility.
3. Knowledge of California plant and animal life highly desirable.
4. Knowledge of California Native Americans, as well as local indigenous people highly desirable.
5. Ability to handle a variety of animals including arthropods and snakes.
6. Ability to memorize and recall facts, figures, and information.
7. Ability to move up to fifty pounds and set up equipment.
8. Ability to hike on trails, and traverse stairs and uneven terrain while carrying equipment.
9. Ability to make independent decisions and respond to immediate needs of students, emergency situations, and program needs.
10. Ability to work outside in a variety of weather conditions and temperatures.
11. Regular, reliable and punctual attendance is essential because of limited resources, costs, productivity and quality continuity.
12. Ability to work irregular hours, including occasional weekends and nights.
13. Ability to interact successfully with supervisors, co-workers, teachers, parents and students.
14. Fingerprinting will be required.
15. Ability to communicate via email on a consistent basis, and respond to emails and phone calls from supervisors in a timely manner.
16. Computer (Macintosh and Microsoft Office) experience required or willingness to learn.
17. Must possess a valid driver's license and preferably a personal vehicle.

Skill to:

1. Instruct and supervise children in an outdoor setting.
2. Create and implement age and theme-appropriate curriculum.
3. Communicate effectively in the English language, in both oral and written forms.
4. Create and maintain strong cooperative relationships with school personnel and volunteers.
5. Understand and carry out oral and written instructions in an independent manner.
6. Understand and apply pertinent personnel policies, laws, rules, and regulations.

Education, Training, and Experience:

1. Bachelor's degree from a four-year college or university with major course work in science, education or related field is desired.
2. Three years of experience working with children in an environmental education setting as an interpreter, Naturalist/Camp Teacher or equivalent. Background strong in thematic, hands-on programs.
3. Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, including adults in small as well as large group activities.
4. Current CPR and First Aid Certificates are required within two months of employment.