



Early Childhood Education Specialist JOB DESCRIPTION

Definition

The Early Childhood Education (ECE) Specialist is responsible for overseeing all aspects of the ENC's early childhood programs – including public programs and camp - as well as acting as a resource specialist for the Nature Preschool. The Early Childhood Education Specialist will connect families with young children to the ENC, its programs, and its mission. The ECE Specialist also teaches outdoor science and social science education programs, when available.

Supervision: The Early Childhood Education Specialist works under the direct supervision of the Education Director.

Early Childhood Education Functions/Duties Include but Are Not Limited To:

1. Direct and teach Little Naturalist Camps; assist in the recruitment, hiring and training of LN Camp staff and LITs.
2. Teach and act as main point of contact for early childhood public programs: Tiny Naturalists, Mini Naturalists, Little Naturalists, and others as determined by the Education Director. Field messages and calls related to these programs, manage registrations, and send confirmation emails.
3. With the Education Director, recruit and hire ECE Naturalists. Train and supervise ENC Naturalists to ensure that curricula are taught according to the requirements of program participants and in consideration of the ENC's mission. Perform performance reviews, both oral and written, in conjunction with the Education Director.
4. Recruit, train, schedule and delegate tasks to Early Childhood Education interns.
5. Attend Nature Preschool staff meetings once per month, and relay pertinent information to (and from) ENC staff.
6. Send surveys to Little Naturalist Camp and ECE public program participants and utilize feedback as needed.
7. Assist the Assistant Director in the promotion of Little Naturalist camp and ECE public programs.
8. Attend and/or present at relevant community events, such as ECE conferences, when approved by supervisor.

Other Essential Functions/Duties Include but Are Not Limited To:

1. Teach and prepare education programs, including traveling naturalist and on-site programs such as field trips, scout programs, and bEARTHday parties, when available.
2. Assist in all staff trainings and workshops. Aid in the training of new staff, including modeling, observing, and evaluating. Carry out and assist others in developing appropriate student behavior through positive reinforcement.
3. Help plan and facilitate teacher workshops several times per year. Act as a consultant for early childhood professional development (PD) programs when needed; present in early childhood PD workshops as needed.
4. Supervise education programs in the absence of the Education Director .
5. Contribute to the development of program curriculum and materials related to overall program goals.
6. Provide supervision of students at all times for the duration of classes and programs, extending to the release of students to parents. Maintain the highest possible degree of safety.
7. Provide a bimonthly (every two months) report on Early Childhood Education programs, and an update on interns associated with these programs to the Assistant Director.
8. Attend meetings of the Education Committee.
9. Responsible for notifying the Facility Manager or Facility Maintenance Manager of any safety hazards (i.e. fallen trees), and for closing any trail if necessary.
10. Maintain positive communication with participant's parents enrolled in educational programs. Maintain positive visitor relations including greeting and answering questions.

11. Additional administrative duties as required, including staffing the front desk, database management, and follow-up with visitors and program participants.
12. Conduct other related duties as assigned.

Qualifications & Requirements

1. Commitment to the ENC's mission.
2. Comfortable with MS Office and the ability to learn new software quickly (i.e. CampBrain).
3. Extremely motivated, organized and detail-oriented. Ability to multi-task and work under pressure.
4. Ability to work independently with minimal supervision and demonstrate flexibility.
5. Knowledge of animal care is desirable. Ability to handle birds, mammals, arthropods, amphibians and reptiles.
6. Knowledge of California plant and animal life as well as California Native Americans highly desirable.
7. Ability to move up to fifty pounds and set up equipment. Ability to hike on trails, and traverse stairs and uneven terrain while carrying equipment. Ability to work outside in a variety of weather conditions and temperatures.
8. Ability to make independent decisions and respond to immediate needs of students, emergency situations, etc.
9. Reliable and punctual attendance is essential because of limited resources, costs, productivity and quality continuity.
10. Proof of COVID-19 vaccination will be required prior to start date.
11. Must possess a valid driver's license. Must have own vehicle.
12. Fingerprinting for a background check will be required.

Skill to:

1. Effectively communicate environmental education concepts to students of all ages.
2. Interact successfully with supervisors, teachers, parents, and students. Demonstrate an understanding, patient, and receptive attitude toward students of all age groups, including adults, in small as well as large groups.
3. Communicate effectively in the English language, in both oral and written forms.
4. Understand and carry out oral and written instructions in an independent manner.
5. Understand and apply pertinent personnel policies, laws, rules, and regulations.

Education, Training, and Experience:

1. At least three to five years of professional experience in the field of early childhood education, managing/training staff, and writing curricula, preferably in the experiential outdoor environmental education or non-profit field. Background strong in thematic, hands-on programs.
2. Master's degree in a related field desired but not required: Education, Environmental Science, Conservation, etc.
3. Current CPR and First Aid Certificates are required within two months of employment.