



### **The Organization**

Tenaflly Nature Center is an independent non-profit member-supported nonprofit organization whose mission is to steward a nearly 400 wooded acre nature preserve for the purposes of conservation, education, recreation, and community engagement. Located in Tenaflly, NJ, five miles north of the George Washington Bridge the property contains a deciduous forest with over seven miles of trails, wetlands, and a 3-acre pond. TNC is the largest privately-run nature center in Bergen County. TNC Educators are responsible for teaching our increasing demand of programs both on and off site throughout the year. Curriculum is hands-on and geared toward helping children and adults to develop awareness, appreciation and stewardship for the natural world.

### **The Position**

Reports to, and work closely with, the Camp Director with all aspects of the summer camp program and other summer education department needs. They are responsible for implementing and helping to develop a dynamic, high quality environmental education summer camp curriculum on and off-site, for 10 -12 weeks between the end of June and Labor Day (Monday –Friday; 8:00 am to 4:00 pm) for a variety of age levels. Programs include on-site camp days and possible off-site field trips. Curriculum is hands-on and geared toward helping children and adults to develop awareness, appreciation and stewardship for the natural world.

### **Duties & Responsibilities**

- Learn our summer camp environmental curriculum and implement the purpose, goals and objectives of the program.
- Help develop and teach outdoor activities for different age groups of students, ranging in age from 4-14, for 10 week-long day camp sessions. This includes all aspects of programming, including curriculum development, set up, supervision, clean up, evaluation, follow up, and inventory.
- Lead groups outdoors on TNC's trails in variable weather conditions and terrain.
- Create and maintain a safe, fun, learning atmosphere for children while projecting a knowledgeable & confident image to parents.
- Support Camp Director in keeping records and apprised of feedback relating to summer camp.
- Work with other staff and supervise volunteers.
- Assists with the care and handling of captive live animals, including but not limited to: amphibians, reptiles, invertebrates, and birds of prey.
- Articulate organization mission and project a helpful and positive attitude when interacting with the public, including TNC members, teachers, and group leaders in person & on the phone.
- Assist with answering phones, as needed, and answer questions about TNC's scheduled presentations, camps, hikes; field natural history questions from the public, and direct questions to appropriate experts.
- Help coordinate and perform seasonal outdoor grounds and facilities maintenance and, with volunteers and other staff, in order to maintain safe, clean and inviting conditions (ex. recycling, leaf removal etc.)
- Provide or assist with first aid and emergency care as needed.
- Maintain positive working relationships with other staff, volunteers and TNC board members.
- Prepare for and participate in staff training and meetings.
- Perform other duties as assigned.



### **Qualifications**

- Available for all 10 weeks of summer camp sessions with no vacation days.
- Currently enrolled in or have graduated from a college/ university. With at least 1 year prior experience in environmental education, outdoor education or early childhood education.
- Knowledge of and passion for the natural world.
- Enthusiastic, outgoing, patient, and flexible when working with children and adults.
- Willingness and ability to work outdoors in variable weather conditions and variable terrain.
- Comfortable handling or learning to handle reptiles, invertebrates and birds of prey (training provided).
- Ability to work both independently and on a team with minimal supervision.
- Ability to communicate effectively and interact well on the phone and in writing.
- Ability to manage multiple tasks simultaneously.
- Ability to walk all the trails of TNC and climb one flight of stairs and lift and move up to 50 lbs.
- Mastery of Microsoft Office and common office equipment. Able to learn new computer programs. E-mail and internet skills required. Experience with data entry/registration software a plus.
- Criminal history background checks will be required, consistent with all applicable laws
- Current first aid & CPR (adult, children, infant) certification or ability to obtain certification.
- Currently be eligible to work in the USA.
- Valid Driver's license and personal transportation.
- Must be fully vaccinated for Covid-19 by start date (reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law).

### **The attitudes and personal characteristics demonstrated**

1. Enthusiasm, patience, understanding, flexibility, and energy for working with children and adults.
2. Projecting a positive and professional image.
3. Self-motivated, detailed-oriented with the ability to work both independently and as part of a team.
4. Ability to multi-task and make decisions requiring good judgment in the absence of specific directions.

### **Time Commitment**

Summer Seasonal Environmental Educator position is a seasonal, full-time, nonexempt, position. Consisting of a total of 40 hours, typically consisting of 5 workdays of 7.5 hours with a half-hour lunch. Regular availability needed between the hours of 8:00 am – 4:00 pm, Monday-Friday during camp sessions.

### **Expected Start Date**

June 12 or 19

### **Salary Range**

\$15-\$20 an hour

### **Benefits**

TNC offers seasonal full-time employees sick time, training and professional development opportunities, a complimentary TNC family membership and credit available for any TNC program (ex. camp).



TENAFLY  
*Nature Center*

**SUMMER SEASONAL ENVIRONMENTAL  
EDUCATOR POSITION DESCRIPTION**

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Tenaflly Nature Center is committed to building a staff that is reflective of the incredible diversity of our communities and of the students we serve. Because we are committed to increasing the diversity of our workplace, people of color, women and individuals from diverse backgrounds are encouraged to apply. TNC is an Equal Opportunity Employer.

Send cover letter, resume, and three professional references to the Education Program Manager, Jennifer LoDico: [jlodico@TenafllyNC.org](mailto:jlodico@TenafllyNC.org). **No calls please.**