



### **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 Education Director with all aspects of the education department. They are responsible for implementing and helping to develop a dynamic, high quality environmental education curriculum for our increasing demand of on and off-site, year round programs, for a variety of groups and age levels. Group programs are taught to schools, scouts, youth groups, adult groups, and birthday parties. Public activities and exhibits are provided to children, families, and adults, including drop-in hikers and visitors. Curriculum is hands-on and geared toward helping children and adults to develop awareness, appreciation and stewardship for the natural world.

### **Duties & Responsibilities**

- Teach programs, on and off site, for groups of Pre K-12<sup>th</sup> grade children, scouts, birthday parties, families and adults including groups with disabilities, following best practices. This includes all aspects of programming, including set up, clean up, evaluation, and follow up.
- Learn our curriculum and implement the purpose, goals and objectives of each program.
- Help to develop new programs and prepare and maintain program curriculum materials.
- Support TNC events, staff tables, exhibits, and special programs as needed.
- 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 and teachers.
- 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 TNC mission and project a helpful and positive attitude when interacting with the public.
- Work with nature center's online database to maintain records and administer registrations.
- Answering phones, as needed, and answer questions about programs including TNC's scheduled presentations, camps, lectures, hikes; field natural history questions from the public, and direct questions to appropriate experts.
- Help coordinate and perform seasonal outdoor grounds and facilities maintenance.
- 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**

- Bachelor's degree in natural science, environmental education, or related field. With at least 1 year prior experience in environmental education, outdoor education or early childhood education.
- Knowledge of and passion for the natural world.
- 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 communicate effectively and interact well on the phone and in writing.
- 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.
- Willingness and ability to work irregular hours.
- 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.

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

1. Enthusiastic, energetic, outgoing, patient, and flexible when 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 with minimal supervision.
4. Ability to manage multiple tasks simultaneously and make decisions requiring good judgment in the absence of specific directions.

### **Time Commitment**

Weekend Part-time as needed Environmental Educator position is a year-round, part-time as-needed, nonexempt position. A variable hour employee that works as needed not exceeding 37.5 hours average over a 12-month period. Must be available on weekends. Seasonal flexibility as required and hours vary depending upon demand for programs. Busiest program months are April-August, and October-November. TNC conducts programming seven days a week, between the hours of 9:00 am – 9:00 pm.

### **Expected Start Date**

As Soon As Possible

### **Salary Range**

\$17-\$20 an hour

### **Benefits**

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

Tenaflly Nature Center is committed to building a staff that reflects the communities and students we serve and is an Equal Opportunity Employer.

Send cover letter, resume, and three professional references to Anna Sills [asills@tenaflync.org](mailto:asills@tenaflync.org). **No calls please.**