



### **The Organization**

Tenaflly Nature Center is an independent, non-profit, member-supported 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**

The Half-time Environmental Educator reports to and works closely with the Education Director to support the planning, development, and delivery of Tenaflly Nature Center's environmental education programs. This position plays a key role in implementing engaging, hands-on educational experiences that reflect TNC's mission and meet the growing demand for nature-based learning opportunities year-round.

The Environmental Educator is responsible for delivering and contributing to the development of high-quality curriculum for a wide range of audiences and program formats. These include on-site field trips, off-site outreach for schools, scouts, youth groups, and community organizations, as well as birthday parties, seasonal camps, public programs, and visitor engagement activities.

All programming is designed to foster environmental awareness, appreciation, and stewardship among children, families, and adults. The ideal candidate will bring energy, creativity, and a passion for environmental education, along with the ability to effectively engage diverse age groups in outdoor learning experiences.

### **Duties & Responsibilities**

- Deliver environmental education programs on and off-site for diverse audiences including Pre-K–12 students, scouts, families, adults, birthday parties, and individuals with special needs (preferred, not required).
- Facilitate all aspects of programming, including setup, supervision, clean-up, evaluation, and follow-up.
- Learn and apply TNC's curriculum, incorporating educational goals, age-appropriate content, and hands-on learning strategies.
- Assist in developing new programs and maintaining curriculum materials, supplies, and inventories.
- Plan and lead outdoor activities and nature hikes in various weather conditions and terrains.
- Foster a safe, inclusive, and engaging learning environment while modeling professionalism and environmental stewardship.
- Represent TNC at community events and outreach exhibits.
- Support public programs and fundraising events as needed.
- Communicate TNC's mission and offerings clearly and positively to participants, families, and the public.
- Respond to program and nature-related inquiries via phone, email, and in person; direct questions to appropriate staff as needed.
- Use TNC's online database to manage program registrations, attendance, and records.
- Assist with the care and handling of live education animals, including reptiles, amphibians, invertebrates, and birds of prey.



- Supervise and collaborate with interns, volunteers, and other staff members in a team-oriented environment.
- Support seasonal maintenance of program spaces, trails, and outdoor classrooms to ensure safe and functional facilities.
- Provide or assist with first aid and emergency care when necessary (preferred, not required).
- Attend and contribute to staff meetings, training sessions, and professional development opportunities.
- Perform additional duties as assigned to support TNC's mission and educational operations.

### **Qualifications**

- Bachelor's degree in environmental education, natural sciences, early childhood education, or a related field.
- Minimum of 1 year of experience in environmental, outdoor, or early childhood education.
- Strong knowledge of and enthusiasm for the natural world.
- Comfortable working outdoors in all weather conditions and on uneven terrain.
- Willingness to handle (or learn to handle) live animals including reptiles, invertebrates, and birds of prey (training provided).
- Effective verbal and written communication skills; able to interact professionally by phone, email, and in person.
- Physically able to walk all TNC trails, climb one flight of stairs, and lift up to 50 lbs.
- Proficient in Microsoft Office and standard office equipment; capable of learning new software. Experience with registration or data entry systems is a plus.
- Willingness and availability to work flexible or irregular hours as needed.
- Current certification (or ability to obtain) in First Aid and CPR for adults, children, and infants.
- Must be eligible to work in the United States.
- Valid driver's license and access to personal transportation.
- Must be legally authorized to work in the United States and pass a background check, consistent with applicable laws.

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

- Enthusiastic, outgoing, and flexible, with a genuine interest in environmental education and working with both children and adults.
- Demonstrates professionalism, patience, and a positive demeanor in all interactions.
- Strong initiative and ability to work independently while contributing effectively to a team.
- Exercises sound judgment and adaptability when making decisions, especially in fast-paced or dynamic situations.
- Committed to upholding organizational values of inclusivity, respect, and environmental stewardship.

### **Time Commitment**

The Half-time Environmental Educator is a half-time, non-exempt position totaling 20 hours per week. The standard schedule typically includes three 4-7.5 hour workdays, plus a half-hour paid lunch break each day. Regular, in-person availability is required during core business hours of 9:00 AM to 5:00 PM. One weekend day required and occasional evening hours are expected to support program needs and special events. Tenaflly Nature Center operates year-round, offering programming seven days a week between the hours of 9:00 AM and 9:00 PM.



TENAFLY  
*Nature Center*

## HALF TIME ENVIRONMENTAL EDUCATOR POSITION DESCRIPTION

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### **Expected Start Date**

As Soon As Possible

### **Salary Range**

\$18-\$21 an hour

### **Benefits**

TNC offers half-time employees health, dental, vision, and life insurance; 403(b) retirement programs and match; vacation and sick time, 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 the Education Director, Anna Sills: [asills@tenafllynaturecenter.org](mailto:asills@tenafllynaturecenter.org). **No calls please.**