



SUMMER SEASONAL ENVIRONMENTAL EDUCATOR POSITION DESCRIPTION

The Organization

Tenafly Nature Center (TNC) is an independent, non-profit, member-supported organization whose mission is to steward a nearly 400-acre wooded nature preserve for the purposes of conservation, education, recreation, and community engagement. Located in Tenafly, 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 growing number of programs both on and off-site throughout the year. Curriculum is hands-on and geared toward helping children and adults develop awareness, appreciation, and stewardship for the natural world.

The Position

The Summer Seasonal Environmental Educator reports to and works closely with the Education Director to support the planning, development, and delivery of Tenafly Nature Center's summer camp programs and related seasonal education needs.

This position plays a key role in implementing engaging, hands-on environmental education experiences for children ages 4–14 during 10–12 weeks of summer day camp programs, typically running Monday–Friday from 8:00 AM to 4:00 PM between late June and Labor Day. Curriculum is designed to foster environmental awareness, appreciation, and stewardship while providing a safe, fun, and enriching outdoor experience for campers and their families.

The ideal candidate will bring energy, creativity, and a passion for environmental education, along with the ability to effectively engage children in outdoor learning experiences and communicate positively with parents and caregivers.

Duties & Responsibilities

- Learn and apply TNC's summer camp environmental curriculum, implementing the purpose, goals, and objectives of the program.
- Help develop and teach outdoor activities and lessons for different age groups of campers (ages 4–14) across multiple week-long day camp sessions.
- Facilitate all aspects of programming, including curriculum preparation, setup, supervision, clean-up, evaluation, follow-up, and inventory of materials.
- Plan and lead outdoor activities and nature hikes on TNC's trails in variable weather conditions and terrain.
- Create and maintain a safe, inclusive, and engaging learning atmosphere for campers while projecting a knowledgeable, confident, and professional image to families.
- Communicate camper feedback, incidents, and suggestions to the Education Director and support record-keeping related to summer camp programs.
- Work collaboratively with other staff members and supervise or support volunteers and interns as needed.
- Assist with the care and handling of live education animals, including reptiles, amphibians, invertebrates, and birds of prey (training provided).
- Clearly and positively articulate TNC's mission, programs, and policies when interacting with campers, parents, and the general public.



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- Assist with answering phones and responding to inquiries about TNC's camps, programs, and hikes; field general natural history questions and direct inquiries to appropriate staff as needed.
- Help coordinate and perform seasonal outdoor grounds and facilities maintenance related to camp and program use.
- Provide or assist with first aid and emergency care when necessary (preferred, not required).
- Prepare for and participate in staff trainings, orientations, and meetings.
- Maintain positive working relationships with staff, volunteers, and TNC board members.
- Perform additional duties as assigned to support TNC's mission and summer educational operations.

Qualifications

- Currently enrolled in or graduated from a college/university, with at least 1 year of prior experience in environmental education, outdoor education, or early childhood education.
- Available for all scheduled weeks of summer camp sessions, with no vacation days during camp.
- Strong knowledge of and enthusiasm for the natural world.
- Willingness and ability to work outdoors in variable weather conditions and on uneven terrain.
- Comfortable handling, or willing to learn to handle, live animals including reptiles, invertebrates, and birds of prey (training provided).
- Effective verbal and written communication skills; able to interact professionally on the phone, by email, and in person.
- Physically able to walk all TNC trails, climb one flight of stairs, and lift and move up to 50 lbs.
- Proficient in Microsoft Office and standard office equipment; able to learn new software and registration/data entry systems.
- 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 able to pass a criminal history background check, consistent with applicable laws.

The attitudes and personal characteristics demonstrated

- Enthusiastic, energetic, outgoing, patient, and flexible, with a genuine interest in environmental education and working with children.
- Demonstrates professionalism and a positive demeanor in all interactions with campers, families, staff, and the public.
- Self-motivated and detail-oriented, with the ability to work both independently and as part of a team with minimal supervision.
- Exercises sound judgment, dependability, and adaptability when making decisions, especially in fast-paced or dynamic situations.

Time Commitment

The Summer Seasonal Environmental Educator is a seasonal, full-time, non-exempt position totaling 40 hours per week. The standard schedule typically includes five workdays per week, Monday–Friday, between 8:00 AM and 4:00 PM, including a paid 30-minute lunch break each day. Regular, in-person availability is required for the duration of the camp season.

Expected Start Date



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June 15

Salary Range

\$17-\$20 an hour

Benefits

TNC offers seasonal employees training and professional development opportunities, a complimentary TNC family membership, and credit available for any TNC program (e.g., camp).

Tenafly 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@tenaflynaturecenter.org. **No calls please.**