

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Environmental Education Instructor

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Environmental Education Program and Special Projects Manager

EFFECTIVE DATE: July 21, 2015

SUMMARY:

Provides instruction for Environmental Education programming including school and scout programs, teacher education, public program offerings, and special events (collectively “Public Programs”), for the Kendall County Forest Preserve District (“District”). This position may also assist with the development and delivery of summer programs for children.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare curricula and present themed instruction and activities for Public Programs that are developmentally appropriate for all relevant age groups and ability levels, including young children and individuals with disabilities, and reflects the natural and cultural history of Kendall County.
- Prepare program materials and activities including set-up and clean up prior to, and following the program.
- Provides instruction to teachers, parents, and chaperones to assist with program activities.
- Works directly with volunteers supporting the District’s Public Programs.
- Maintains a safe and clean environment at all times and enforce all District safety rules and policies.
- Assembles supplies and materials needed for Public Programs.
- Works with, and provides program support and assistance to the Environmental Education Early Learning Program Specialist and Environmental Education Coordinator.
- Communicate effectively with District staff, general public, and Public Programs’ participants.
- Supports District policies and processes to address safety issues; reduces risk and liability exposure within school, scout, teacher education, public program offerings, and special events.
- Assists with basic animal care including feeding and tank/enclosure cleaning and Laws of Nature visitor center upkeep.
- Provides first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- There are no supervisory responsibilities assigned to this position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:

- Associate’s Degree or Bachelor’s Degree in the field of education or environmental sciences or equivalent experience in the field of education or environmental sciences. May be actively pursuing a degree in the education, environmental sciences, or related field.
- Knowledge of education principals and practices.
- Experience with instructing children in an educational setting preferred.
- Knowledge of Microsoft Office programs including, but not limited to, Excel, Word and PowerPoint.
- Ability to effectively and appropriately use the Internet and social media.
- Knowledge of office practices, and principles of modern record keeping.

B. LANGUAGE SKILLS:

- Ability to prepare and present District curriculum.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.

- Good knowledge of the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

D. REASONING ABILITY:

- Ability to employ safe work practices and use sound judgment while leading educational programs.
- Ability to complete projects from beginning to end with minimal supervision.
- Possess positive conservation ethic and respect towards living things and the natural environment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- Certificated teacher, substitute teacher or other teaching certification preferred. May be actively pursuing an education related degree or certification.
- Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certificate.
- Current CPR/First Aid certification.
- All certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must be able to sit, kneel, stand and bend.
- Employee must be able to walk on uneven terrain for extended periods of time.
- Employee must be able to provide instruction while walking outside and in varying weather conditions.
- Employee must be comfortable being outside in various types of weather for extended periods of time.
- Employee must occasionally lift and/or move up to 40 pounds.
- Employee must be able to use hands to handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- Teaching will be held outside. The weather and temperature will not be consistent during the course of employment.
- The noise level in the work environment will vary from moderately quiet to loud.
- Employee will be required to have frequent contact with animals, nature, Public Programs participants, volunteers and other members of the general public.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.
